



Drapers' Academy



Senior Administrator Application Pack

RESPECTFUL



KIND



PURPOSEFUL

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Principal's Welcome

Dear Applicant,

I am proud and privileged to be Principal of Drapers' Academy and alongside a committed and passionate staff, work hard to provide the best educational opportunities for all of our pupils, students and their families. Drapers' Academy's vision statement makes clear that our mission is both to maximise academic attainment and support our young people to lead fulfilling lives and we achieve this by ensuring we have the highest expectations of staff, teachers and all of our pupils and students.

Over the past two years the Academy has gone from strength to strength and this was recognised when Ofsted visited us in March 2025. We secured good judgements for all areas and Inspectors noted the following:

- The school is highly ambitious for their pupils
- Pupils follow a broad and well-considered curriculum
- Pupils are safe here and their individual needs are well understood
- The school's high expectations of behaviour are clear and well understood
- Pupils learn what it means to be a pupil of Drapers' and to embody the school's values

We have a hugely experienced and committed staff who are focused on ensuring that all pupils and students succeed and enjoy coming to school. Over the last two years our A level and GCSE results have shown significant increases, and in 2024 our progress at A Level was the second highest in the local authority, and we were in the top 50 schools nationally for improved progress at GCSE.

One of our most important developments over the last three years has been a relentless focus on building a positive culture within the Academy and this is based around our three core values. At Drapers' we are Purposeful, Respectful and Kind. All within our community are expected to adhere to these values to ensure that the Academy is both a great place to learn and a supportive and positive place to work. I believe there are a number of things that make working at Drapers' Academy both positive and rewarding:

- Membership of the EAP
- Free, secure car parking
- Eye Care scheme
- Cycle To Work scheme
- Local Government Pension Scheme

If you are committed to playing a part in transforming the lives of young people, if you are passionate about what you do, and if you can both challenge others and respond positively to challenge, I look forward to reading your application.

Good luck and best wishes

Gillian Dineen
Principal





Benefits of Working at Drapers' Academy

We know our staff are key to our success. Whether you are a newly qualified teacher, a returnee to the workplace, support staff or an aspiring school leader, the Drapers' Multi-Academy Trust can support and develop your career. We believe in creating collaborative working environments where our staff can reach their full potential. Our schools are at the heart of our local community and work together to ensure staff feel valued, supported and are able to maintain a healthy work-life balance.

At Drapers' Academy we have a clear vision to deliver high standards of education, and staff are well supported by a committed and supportive Middle and Senior Leadership Team, as well as from our Sponsors, The Drapers' Company and Queen Mary University of London.

Employees of Drapers' Academy enjoy many benefits:

LIFESTYLE WELLBEING



Events: Opportunities for staff to attend celebratory events hosted by our sponsor The Drapers' Company, including events at Drapers' Hall in Central London.

Physical Fitness: As an employee of Drapers' Academy, you will have free access to our on site gym.

Location: Work at our state-of-the-art campus, surrounded by acres of countryside. We offer secure, free, onsite parking, as well as being a short bus journey away from Harold Wood Station (Elizabeth Line).

FINANCIAL WELLBEING



EAP Membership: Free access to the Employee Assistance Programme, provided by the Education Support Network, offering support, information and advice.

Eye-Care: We offer our staff a generous eye-care support scheme, with contributions towards eyesight tests and new spectacles.

Cycle to Work: We are proud to provide our staff with access to the Bike2Work Scheme, offering up to 42% savings on bikes and equipment.

Pension: Membership to either the Local Government Pension Scheme for support staff or the Teachers' Pension Scheme for teaching staff.

MENTAL WELLBEING



Wellbeing Committee: We have a staff-led team, with a budget dedicated to providing staff wellbeing initiatives throughout the year. The committee also organise regular social events away from work.

Small Class Sizes: Our class sizes average 25 pupils.

Work/Life Balance: No retrospective book marking.

Our Administrative Team

The administrative team and main office are the hub of our school. It has a key role co-ordinating the pupils, staff and parents so we function well on a day to day basis. The team consists of 8 staff who work around the school to support our pupils. The role of the office team is varied from greeting visitors, monitoring attendance, liaising with parents to organising school trips and administering first aid. The team is a bridge between the pastoral care and our teaching staff. It is essential to ensure that the pupils, visitors and parents all have a positive and helpful experience in school.

Our team are all adept at multitasking and work closely to support one another in a very busy environment, Our staff have to be skilled not just in their administrative roles but also in communicating with and supporting young people. It is their coordination that allows our pupils to thrive and develop. The team has a Key Stage 3 pupil joining them on a daily basis so they get an experience of working in an office environment.

A major part of this role is an ability to work well as part of this team and to ensure all our systems and staff function effectively as well as deliver on vital individual responsibilities.

Drapers' Academy Key Information

Pupil Numbers

1207

Year 7 - 11: **1019**
Sixth Form: **188**

Pupil Premium

45%

SEND

12%

EHCP: **3%**
SEND Support: **9%**

First Languages

English: **75%**
Lithuanian: **4%**
Romanian: **4%** Polish: **2%**
Other Languages: **15%**

Ofsted 2025

Drapers' Academy was assessed as Good in all areas of inspection by Ofsted, in March 2025. Below are a selection of observations Ofsted made of our school. The full report can be found on our website.

- *"Pupils are safe here and their individual needs are well understood. They are fully included and happily welcomed to the school community."*
- *"The school is highly ambitious for their pupils."*
- *"Teachers are experts in their subjects and present information clearly."*
- *"Pupils learn what it means to be a pupil of Drapers' and to embody the school's values of kindness, respect and purpose."*
- *"The school provides relentless support for attendance."*
- *"Staff enjoy working at the school. They feel well supported and appreciate the steps taken to reduce their workload. Staff at all levels value their opportunities for professional development."*



Job Description

Job Title : Senior Administrator

Reports To :	PA to the Principal
Location :	Drapers' Academy, Harold Hill RM3 9XR
Hours :	Term Time - 39 weeks
Contract Type :	Permanent
Salary :	Spine Point 12-15. Actual salary: £27,966 - £29,737 (FTE £32,533 - £33,985)
Staff Line Managed :	None

Purpose of the Role

The purpose of the Senior Administrator is to deliver effective and efficient administration of the school information management system (SIMS) and delivery of timely administrative services and functions that ensure smooth running of the Academy. The successful candidate will have experience of working with SIMS, ideally in a secondary setting, as well as be both keen and quick to learn.

Main Duties and Responsibilities

- To coordinate the day-to-day operational running of the school office, ensuring efficient administrative systems, consistent front-of-house practice and effective workflow across the administrative team, while formal line management remains with the Principal's PA.
- To co-ordinate the admission process for Years 7-13 including the transfer of all new admissions for Year 7 and 12, including weekly updates to the Local Authority and completion of the admission database (SAM Portal).
- To complete and submit the School Census 3 times per year
- To provide administrative support within SIMS.net with relation to each new Academic Year and the timetables for pupils.
- To provide administrative support within SIMS.net with relation to the KS4 Options process.
- To produce detailed SIMs reports for the Principal and members of the Senior Team as required.
- To manage the "Off Roll" process including notification to the Local Authority, updating SIMS and advising staff.
- To support members of the administration team as required.
- To answer incoming telephone calls, transfer to the relevant member of staff/department when necessary or take clear messages.
- To receive and distribute messages/information in a timely and systematic way.
- To provide administration support for staff using electronic information systems, e.g. extraction of pupil/parental contact information from relevant databases.
- To update necessary school records and/or documents, e.g. SIMS, spreadsheets, etc.
- To carry out any other duties which may be reasonably associated with this post.



Requirements

- Educated to GCSE standard including Mathematics and English.
- Ideal candidate will be organised, friendly, flexible, detail orientated and accurate, trustworthy, reliable, self-motivated and able to work as part of a team.

Additional Duties

- Comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, freedom of information and report all concerns to the appropriate person.
- Engage in relevant continuous professional development opportunities and performance management/ review arrangements.
- This job description details key responsibilities, but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Academy, following appropriate consultation.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal within the grading level of the post, the competence of the post holder and the context of the duties of the post holder.

This job description is subject to annual review.



Drapers' Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance, an online check, and other relevant employment checks.



Person Specification

Requirements	Essential or Desirable	To be assessed by application form, interview, references and/or selection test
Education/Training		
<ul style="list-style-type: none"> Qualifications or training relevant to the position. 	Desirable	Application/Certificates
<ul style="list-style-type: none"> GCSE at level A-C in English and maths or equivalent 	Desirable	Application/Certificates
Experience		
<ul style="list-style-type: none"> Experience of working in schools and a strong knowledge of SIMs 	Essential	Application/Interview
<ul style="list-style-type: none"> Experience of carrying out administrative functions in regard to the role 	Essential	Application/Interview/Test
<ul style="list-style-type: none"> Experience in dealing with parents, the local community and appropriate agencies 	Essential	Application/Interview/Test
Knowledge and Skills		
<ul style="list-style-type: none"> Practical knowledge of a wide range of IT packages including Microsoft Office 	Essential	Application/Interview
<ul style="list-style-type: none"> Practical knowledge of setting up reports, systems, filing, photocopying in relation to the role 	Essential	Application/Interview
<ul style="list-style-type: none"> Knowledge of customer care with the ability to communicate and deal with parents efficiently, politely, tactfully and helpfully 	Essential	Application/Interview
<ul style="list-style-type: none"> Knowledge of using SIMs/SIMs discovery 	Essential	Application/Interview



<ul style="list-style-type: none"> · Knowledge and understanding of the importance of confidentiality when dealing with pupil records and sensitive information 	Essential	Application/Interview
<ul style="list-style-type: none"> · Ability to use own initiative to prioritise and organise workload 	Essential	Application/Interview
<ul style="list-style-type: none"> · Effective communication skills, both oral (in person and over the telephone) and written (including letters, reports, e-mails, minutes) 	Essential	Application/Interview/Test
<ul style="list-style-type: none"> · Ability to communicate effectively at all levels within the Academy, and with parents, visitors and external organisations 	Essential	Application/Interview
<ul style="list-style-type: none"> · Ability to build effective relationships with colleagues and to be an active team member within the MAT schools 	Essential	Application/Interview
<ul style="list-style-type: none"> · Ability to demonstrate effective diary management 	Essential	Application/Interview/Test
<ul style="list-style-type: none"> · Ability to act in a tactful and diplomatic way to sensitive issues and communicate effectively in difficult situations 	Essential	Application/Interview
Personal		
<ul style="list-style-type: none"> · Excellent Interpersonal Skills 	Essential	Interview
<ul style="list-style-type: none"> · Team Player 	Essential	Interview/References
<ul style="list-style-type: none"> · A willingness to be flexible 	Essential	Interview/References

Drapers' Multi-Academy Trust

Vision

Drapers' Multi-Academy Trust strives for educational excellence, community engagement, and holistic development across its schools, ensuring that every child has the opportunity to succeed and flourish.

Mission

Empowering excellence, embracing diversity

Our mission at Drapers' Multi-Academy Trust is to provide a transformative educational experience that empowers pupils to reach their full potential. Through collaboration, innovation, and a commitment to inclusivity, we strive to create a nurturing environment where every individual is valued and supported. By leveraging the rich heritage of the Drapers' Company and the academic expertise of Queen Mary University London, our schools cultivate dynamic learning environments that inspire every pupil to achieve their goals. Our overall ambition is to nurture resilient, compassionate, and globally-minded citizens who will thrive in an ever-changing world.

Values

We are an inclusive and ambitious Trust, benefitting from the support of our Sponsors. Through a culture of respect and collaboration, we aim to enhance the educational outcomes and life chances of our pupils and increase the number of learners benefitting from the Trust's resources and expertise.

Sponsors

Our sponsors are highly experienced and passionate about education.

The Drapers' Company

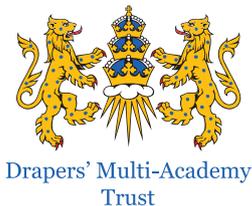
www.thedrapers.co.uk

The Drapers' Company have been involved in education for over 500 years. They support a range of extra-curricular activities and link the Academy to a wider community across London. A mentoring programme allows pupils to have greater access to employment opportunities and provides informal coaching and support.

Queen Mary University of London

www.qmul.co.uk

Queen Mary, University of London, is one of the country's leading higher education institutions and is a member of the Russell Group of top universities. The university provides support and expertise to both staff and pupils, particularly in the Academy's specialist areas of science and maths. Student ambassadors from the university regularly visit the Academy providing support to pupils and an insight into higher education. There are regular visits to their main campus based on the Mile End Road for pupils to experience life at university. As a co-sponsor, Queen Mary, University of London guarantees a place to all Academy Sixth Form students who achieve the required entry grades.





Drapers' Academy

Total Capacity

1,250 Children

Building Floor Size

10,000 sq metres

(2½ acres)

Year 7 - 11

1050 Pupils

Sixth Form

200 Students

Grounds

23 Acres

Sports Pitches

3 Grass Pitches

All weather Astroturf
Netball and Hard Courts

Indoor Climbing Wall

Exercise Suite and Gymnasium

Theatre and Dance Studio

Year 7 Dedicated Area

Exclusive Sixth Form Area



Drapers' Academy

Settle Road, Harold Hill RM3 9XR

Principal

Ms Gillian Dineen

Chair of Governors

Mr Simon Gaskell



www.drapersacademy.com

01708 371 331 • Drapers' Academy, Settle Road, Harold Hill RM3 9XR

Transport

The local train stations are Harold Wood and Romford. These trains are run by Greater Anglia.

There are several local bus routes with a stop at the top of Settle Road. These are the 174 and the 496.

