



ADVANCE
LEARNING
PARTNERSHIP



Administration Apprenticeship (Data)

Start Date: ASAP

Securing **Excellent Education** through **Collaboration**

Welcome from the CEO

The Advance Learning Partnership (ALP) is guided by a shared set of values, embodied in the ethos:

‘Your child is our child’

Across our family of schools and staff, our unwavering aim remains constant:

‘Excellent Education through Collaboration’

Across ALP we have an unrelenting drive to achieve the highest possible standards for each one of our children. All staff share best practice, seek opportunities to learn from others and understand that their professional development is fundamental to a child’s success.

The ALP family of schools recognise each school as unique. The schools and their leaders share a Trust wide set of educational principles and then contextualise the principles into a working model to meet the needs of their children. The fundamental challenge of our school leaders is to ensure that the educational offer they provide must be of a standard that they would desire for their own child:

The Trust has established robust structures to support continuous leadership development, ensuring the highest educational standards are met. Collaborative networks across all subjects and themes are woven into our daily practice. ALP's approach is deeply rooted in evidence-based research and involves extensive collaboration with local, regional, and national educational bodies.

The Trust has a cohesive, centralised structure, consisting of a School Improvement Team, a Children’s and Civic Services Team and a School Support Team. The School Support Team enables school leaders to maintain their focus on children and education, with specialists providing the security and foundations for the educational provision, whilst the School Improvement Team support, develop, and evaluate the schools and their leaders to ensure the life chances of every child are realised. The Children's and Civic Services Team creates a flexible educational framework, tailored to each child's unique circumstances, ensuring that all pupils—regardless of their challenges—thrive, achieve and are well-prepared for life beyond school.

In the coming years the Trust seeks to serve all educational pathways with professionalism, investment and shared ethical values. This will ensure the children within our care are successful and safe regardless of the challenges they may face in education and society. We have a proven record of accomplishment in delivering academic improvement. We are enormously proud of our schools, leaders, governors, teachers and support staff who serve the children so well. It is a privilege to work alongside so many dedicated and highly skilled peers who change lives each and every day.

Kelvin Simpson
Chief Executive Officer

Why work for **Advance Learning Partnership**

Advance Learning Partnership (ALP) is a child-centred, forward-thinking organisation where people truly matter. If you're looking for a role in a workplace that values collaboration, innovation, and professional growth, ALP offers the perfect opportunity to thrive.

A Culture of Excellence and Collaboration

- Our ethos, *'Your child is our child,'* underpins everything we do. We're proud to provide an environment where every decision prioritises the success of our children and the wellbeing of our team.
- As a **Times 100 Best Places to Work 2024** and **Investors in People Platinum Employer**, we are committed to creating a supportive and inclusive workplace. We were proud to be named **Medium Employer of the Year 2024** by Investors in People, highlighting our dedication to our employees.

Exceptional Benefits

- Pension Scheme with Generous Employer Contributions
- Flexible and Hybrid Working Opportunities
- Generous Annual Leave Entitlement
- Family-Friendly Policies

Wellbeing First

- Employee Assistance Programme including counselling and financial wellbeing advice.
- Health and Wellbeing Support including benefits like mental health support, physiotherapy, free flu jabs, and 24/7 GP services.
- Occupational Health Services ensuring you're looked after both physically and mentally.

Investing in Your Development

- Professional Growth: We're passionate about helping our staff develop. From bespoke CPD programmes to leadership pathways, we'll support you to achieve your career goals.
- Leadership Opportunities: Whether you're just starting out or ready to take the next step, we offer leadership development programmes to help you succeed.

Added Benefits

- Discount Schemes: Enjoy savings on shopping, travel and entertainment.
- Salary Sacrifice Options which include our electric car and cycle-to-work schemes.

Why Now?

This is an exciting time to join ALP. We are a growing organisation with a clear vision for the future, and our commitment to excellence means you'll be working in a dynamic, inclusive and forward-thinking environment.

At ALP, your contribution will make a real difference—not only to the lives of our children but also to your own personal and professional growth.

Join us and be part of something truly special.

The Data Team

The Data Team's principal is the effective use of data which lead to purposeful actions and positive impact for our pupils. This is achieved through the Trust's management of high-quality, cost effective academic and pastoral data management systems. Efficient use of systems allows timely and accurate reports, analytics and insight to be produced ensuring that leader's time is spent focusing on improving outcomes for pupils. Alongside a comprehensive Trust Package, the Team also offer bespoke reporting to meet school needs.

The Data Team have aligned assessments, processes and calendars across the Trust, driving a culture of data-based evidence for effective decision making. The offer training, advice and support in the use of data management systems, the understanding of analysis, action planning and evaluating impact.

The Person

- Exhibits the highest of expectations.
- Demonstrates exceptional listening skills and outstanding verbal and written communication abilities.
- Displays outstanding expertise in organisational and time management skills, ensuring efficiency and effectiveness in all tasks.
- Exemplifies the values and ethos of the Trust as a positive role model.
- Displays an ability to lead and motivate a team and foster a culture of collaboration.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

JOB TITLE	Administration Apprentice
CONTRACT TYPE	Temporary (end date will coincide with the completion of your apprenticeship) Whole time
ACCOUNTABLE TO	Head of Service
HOURS	37 hours per week
GRADE	£8 per hour as an apprentice
SALARY	£15,392
REQUIRED	ASAP

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the trust ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the trust in relation to the post holder's professional responsibilities and duties.

The trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the trust and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the trust community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow trust policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming trust culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL ALP EMPLOYEES

ALP employees will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the trust.
- Maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Gain understanding and support the continuous improvement of operating processes.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
- Attend relevant meetings as required, including termly Academy Council meetings.

RESPONSIBILITIES OF THIS POST HOLDER

KEY RESPONSIBILITIES

- Assist with general administrative tasks including filing, photocopying, scanning, and organising documents. Support in preparation and collation of documents for meetings.
- Use Microsoft Office packages to create documents and reports.
- Manage systems, update records, and ensuring the accuracy and confidentiality of information.
- Handle phone calls, emails, and other forms of correspondence, and relaying messages to appropriate individuals, addressing enquires or issues, and providing support as needed.
- Welcome visitors to ALP in a friendly and professional manner.
- Book and prepare meeting rooms according to requirements. Arrange furniture, audio-visual equipment, and any additional catering or refreshments needed for meetings or events.

DATA MANAGEMENT RESPONSIBILITIES

- Assist with the maintenance and development of school reports, catering for the requirements of the individual school. Using MS Excel / Power BI.
- Assist with checking and monitoring measures in order to ensure accuracy of data within school reports.
- Communicate with staff across the Trust in order to establish data and reporting requirements.
- Be a point of contact for colleagues in order to support staff with the use of the data and reports.
- Assist with the preparation of individual student assessment reports.
- Assist with the management of data systems including importing, exporting and accuracy checking, in accordance with Trust/ school deadlines.
- Communicate with staff across the Trust in regard to systems including the data input requirements and maintenance of the systems.
- Research and respond to new developments to ensure ALP have the most effective and efficient Trust and school systems.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

		Essential	Desirable
APPLICATION	A well-structured letter of application indicating interests and strengths in the subject.	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	5 GCSE (A*-C or 9-4) including Maths and English or equivalent.	*	
	Willingness to undertake an NVQ Level 2 or 3 in Business Administration.	*	
	Commitment to further enhance knowledge and skills.	*	
QUALITIES & VALUES	Excellent ICT skills and data input e.g. Word, Excel.	*	
	Ability to be professional and maintain high standards.	*	
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent time management skills.	*	
	Excellent organisational skills.	*	
PERSONAL ATTRIBUTES	Able to follow direction and work in collaboration.	*	
	Able to work as a team member to achieve common goals.	*	
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	Ability to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Ability to follow direction and work in collaboration with line management.	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the trust by 9am, Friday 18th September 2026 addressed to:

HR and Payroll
Advance Learning Partnership
Whitworth Lane
Spennymoor
Co. Durham
DL16 7LN

or by e-mail to the trust, alphr@alplearning.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.