

Career Case Study

Overview

Gemma joined Tulip Academy in January 2018 as an Apprentice Administration Assistant.

Gemma flourished during her apprenticeship and moved into the role of Administration Assistant from January 2019 and then Administrator from October 2020.

As of November 2025, Gemma progressed into the role of PA to the Headteacher & Senior Administrator, taking on more responsibility within the school.

CPD Training provided:

- Business Administration Apprenticeship in partnership with Boston College.
- Census and Perspective Lite.
- Cyber Security Training.
- Epilepsy.
- Identifying the risks posed to children online.
- First Aid.
- Annual Safeguarding.



How CIT Academies has supported Gemma's career progression:

From starting as an apprentice in 2018. I have been fortunate enough to progress through to a PA to the Headteacher / Senior Administrator at Tulip Academy.

The school have been very supportive with my career progression, enabling me to constantly develop my skills and task me with new challenges.

I have been a part of multiple training programmes which have been a massive benefit to my professional development.

WHAT GEMMA LIKES ABOUT WORKING AT TULIP ACADEMY:

Each day at Tulip Academy is different! All of our pupils are unique and it is a pleasure to see them grow as they move up through the school.

Our staff team are incredibly supportive and it is an amazing school to be a part of.

CIT Academies have been instrumental in my career development by providing continuous training opportunities, guidance and encouragement, enabling me to progress confidently into more senior roles.

