



Nexus Education Schools Trust

Balgowan Primary School



Admin Officer

Recruitment Pack Jan 2025



Job Advert

Balgowan Primary School

Balgowan Primary School are looking to appoint an admin officer to provide essential administrative support to senior school leaders, including the SENDCo; and to support site operations of the school. The successful applicant will need to have previous administrative experience, preferably (although not essential), from working in a school. This role is ideal for a detail-oriented, organised individual who values a well-run and safe environment for pupils and staff. Strong multitasking, problem solving, and communication skills will ensure your success in this varied and rewarding role.

Salary	S5 (£28,125- £28,929 FTE) pro rata (commensurate with experience) Actual range (£13,725-£14,117)
Location	Balgowan Primary School Balgowan Road Beckenham BR3 4HJ Tel: 020 8658 6374 www.balgowan.bromley.sch.uk
Hours	Part-time, 20 hours per week, Monday to Friday. 40 weeks per year. Flexible daily hours can be discussed to suit school needs.
Start Date	As soon as possible
Closing Date	Midday on Friday 24 January 2025
Interview Date	Tuesday 28 January 2025

Balgowan Primary School has high expectations and its ethos both encourages and promotes the best traditional values. Achieving high academic levels for all our pupils continue to be one of the priorities for the school, but our commitment to encouraging them to “work hard”, “be kind” and “make friends” provides us with an important focus for developing the whole child.

We are proud to have enthusiastic staff, who are strongly committed to achieving a happy, secure and supportive environment which we believe to be fundamental to the achievement of high standards of teaching and learning. Balgowan recognises the critical role of parents in the learning process and you can be assured that we will work closely with you in many different ways to enable your child to grow and develop with confidence as an independent learner, fully prepared and equipped for meeting the future challenges at Key Stage 1, Key Stage 2 and at the point of entry to Secondary education in Key Stage 3.

Nexus Education School Trust Central Office is based at Worsley Bridge Primary Beckenham

NEST is a growing Multi Academy Trust, presently with 20 primary schools across Bromley, Kent, Lewisham and Southwark. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST is accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST is an exceptional and distinctive learning community

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed”.

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We can offer:

- Opportunities for continuing professional development
- Strong school partnerships
- Happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Staff benefits including cycle to work, and technology scheme
- Opportunity to sign up to CSSC Benefits and Blue Light Card discounts

Applications should be emailed to admin@balgowan.bromley.sch.uk no later than midday on Friday 24 January 2025.

Mission, Vision and Values

Nexus Education Schools Trust

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most – raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles; **Nurture, Educate, Succeed and Transform** and the values we agree as members of the organisation – in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.



Letter from CEO



WELCOME

Dear Candidate,

Thank you for your interest in this role within Nexus Education Schools Trust.

This is a hugely exciting time for our schools as the Trust now includes:-

Beckenham/Bromley

**Alexandra Infant School
Alexandra Junior School
Balgowan Primary School
Bickley Primary School
Highfield Infants' School
Highfield Junior School
Pickhurst Infant Academy
Worsley Bridge Primary School**

NEST Nurseries

Orpington/Kent

**Farnborough Primary School
Marjorie McClure School
Manor Oak Primary School
Perry Hall Primary School
Joydens Wood Infant School
Joydens Wood Junior School**

Thames South Teaching School Hub

Lewisham/Southwark

**Childeric Primary School
Goose Green Primary School
John Donne Primary School
John Keats Primary School
Dog Kennel Hill Primary School
Rotherhithe Primary School**

All schools are judged to be good or outstanding, have strong leadership and provide a breadth of opportunities and excellent outcomes for all pupils. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across schools.

Nexus Education Schools Trust believe that all decisions and choices should be child centred.

We aim to:

- nurture every individual,
- provide excellent education opportunities and outcomes,
- enable all to succeed,
- transform the life opportunities and aspirations of our pupils, allowing them to be fulfilled individuals within an ever-changing world.

As an organisation we recognise that each school's community is different. We value this uniqueness and contribution in ensuring pupils have the best education and experiences. Each school is fundamental to the success of the organisation. We believe passionately that together we can make a greater difference; providing higher education outcomes and wider opportunities for our pupils as well as greater prospects for our staff and communities.

The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike. Those we recruit are able to demonstrate that they;

- share our values,
- are highly motivated to work with colleagues within and beyond their school,
- continuously develop their skills and pursue professional excellence and
- are committed to providing the highest standards and breadth of opportunity for all children.

I hope the pack encourages you to apply and look forward to receiving your application for the post.

Regards

Paula Farrow OBE

CEO

Nexus Education Schools Trust

Role

Post	Admin Officer
Responsible to	Headteacher/Senior Leadership
Salary Range	Scale S5 (£28,125-£28,929 FTE) Actual range (£13,725-£14,117)
Location	Balgowan Primary School

HOURS

Part-time, 20 hours a week (Monday to Friday), 40 weeks a year.

ANNUAL LEAVE

The leave year runs from 1 April to 31 March. It is expected that the post holder will take their annual leave during the school holiday periods. Leave is not permitted in term time unless exceptionally by agreement with line management having regard to the needs of the service.



Job Description

Admin Officer

Main purpose of the job:

In this dual-purpose role, you will provide essential administrative support to the senior school leaders, especially the SENDCo, while ensuring that the school site remains a safe, welcoming and well-maintained environment. You will support site operations and work closely with the caretaker under the direction of the Headteacher and/or senior leadership

Key responsibilities and tasks:

Administrative Support for Senior Leaders:

- Organise agendas, take accurate minutes, and distribute meeting notes for leadership and SEND-related meetings.
- Maintain accurate, up-to-date records in school databases and generate reports. Tasks may also involve filing, handling sensitive information, and ensuring compliance with policies such as safeguarding and data privacy.
- Manage email correspondence and assist with scheduling events and meetings (calendar management).
- Assist with communication to staff, pupils and parents/carers.
- Provide other administrative support to senior leaders as required.

Facilities and Site Oversight:

- **Site and Grounds Management:** Oversee routine inspections and maintenance of the school buildings and grounds, including cleanliness, functionality, and safety. Conduct regular checks to ensure site compliance with health and safety regulations.
- **Contractor Co-ordination:** Act as the primary liaison for external contractors, supervising work on-site and ensuring it meets school standards and health and safety guidelines.
- **Health & Safety Compliance:** Conduct or assist in risk assessments for various school activities. Monitor safety checks (eg. fire alarms, security systems) and update site-related documentation to ensure compliance with current regulations.
- **Maintenance Support:** Work alongside the caretaker to ensure all maintenance needs are addressed, escalating concerns as necessary to the Headteachers of Trust's Premises Team.
- **Stock Management and Budget Oversight:** Manage inventory of site supplies (eg. furniture, cleaning materials, and staff welfare items) and track associated budgets, co-ordinating with senior staff as needed.
- **Site Safety and Security:** Ensure the school premises are safe, secure and orderly, addressing any potential hazards immediately and planning for regular security updates.
- Other roles as directed by the Headteacher.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development:

- To participate in the Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General**Special Conditions of Service**

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the School's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Additional points:

All staff are expected to comply with academy and Trust policies. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description may be subject to amendment or modification, should circumstances change, changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification

Admin Officer

The successful candidates will have:

Knowledge/Skills and Abilities

- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Very good ICT, communication and keyboard skills
- Full working knowledge of relevant polices/codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to identify own training and development needs and co-operate with means to address these.

Experience

- Experience of development, management and operation of administrative systems.
- Previous experience of SIMS would be beneficial although not essential.

Qualifications

- Good numeracy/literacy skills.
- NVQ 3 or equivalent qualifications or experience in relevant discipline.

Application Process

Applications

Applications will only be accepted from candidates completing the Trust's Application Form.

Please complete **ALL** sections of the Application Form which are relevant to you as clearly and fully as possible. Your supporting statement should evidence your skills and experience against the requirements of the job description and person specification.

CVs will **NOT** be accepted in place of a completed Application Form.

Invite to Interview

After the closing date, short listing will be conducted by an interview panel.

Candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

If you have been shortlisted, your references will be taken up and you will be asked to sign a self-disclosure form relating to disclosable cautions and convictions prior to interview. This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and
- Attitudes to use of authority and maintaining discipline.

Assessment Process

Applications will be assessed against the job description and person specification within the applicant brief. Successful applicants will be invited to the selection process.

We will use a variety of assessment tools during the assessment process, these may include:

- group exercises
- written exercises
- job trials

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who

comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2024)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2024.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children – this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references or self-disclosure will be taken up at interview.