

A close-up photograph of a young girl with blonde hair, smiling warmly at the camera. She is wearing a blue garment. The image is framed by a white border.

Candidate Brief

Administration Assistant



Welcome

Thank you for the interest in this post. EQUA Mead Learning Trust is a family of like-minded schools, that collaborate to provide mutual support, share best practice and learn from each other, whilst retaining and developing each school's individual and distinctive character. We believe every child has the right to an inspiring and fulfilling education and we seek to improve the life chances of all those we serve; therefore, we make it our mission to give **Every Child, Every Chance** of success.

At EQUA Mead, we are an inclusive, passionate and forward-looking educational organisation. We are a Trust of seventeen primary schools, two secondary schools and eight nurseries, all based in Wiltshire. In addition, we have three additional schools joining us in September 2025. Across our schools, we also have four Resource Bases that provide specialist education to children and young people with complex needs.

We believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community where everyone works together to achieve their very best. At all of our schools, we do all we can to enable each child and young person to realise their full potential and to develop positive social and moral values.

We understand that successful schools are rooted in their local community. We respect and value the individual nature and ethos of each school while knowing we are more effective when we work together and support each other. We are a mixed Trust that benefits from both church and non-church-based schools and we actively celebrate this diversity. We are highly inclusive and collaborate closely to promote a culture of openness and integrity.

We thrive on providing a wealth of support to schools and seek to empower school leaders. Our CPD, NPQs, ITT, networks, training, research programmes and range of courses underpin a comprehensive development programme for all staff, whilst ensuring wellbeing is at the centre of all decision making.

We have lots more information about EQUA Mead on our website (www.equamead.org), however, If at any stage, you would like to find out more, please do feel free to get in touch.

Paul Skipp
CEO, EQUA Mead Learning Trust



Every Child, Every Chance



North Bradley CE Primary School

Headteacher: Miss Kelandie Ash

Ofsted rating: Good (December 2021)

Address: Church Lane, North Bradley, Trowbridge BA14 0TA

Contact: admin@northbradley.wilts.sch.uk | 01225 753230 | www.northbradley.wilts.sch.uk

North Bradley CE Primary School welcomes children aged 4-11. We strive to provide children with a happy, stimulating, safe learning environment in which their intellectual, spiritual, personal, social and physical development can flourish. We are a Christian school where we believe that we should love and serve one another and make a difference in the world. We are always seeking ways to do the best for all of our children; establishing exciting learning opportunities that inspire and engage at every level. We are aspirational for all of the children at our school and seek to provide a broad and balanced curriculum that allows children to develop their skills and understanding of a wealth of subjects. Our core values are;

Strive

Hope

Inclusion

Nurture

Equality

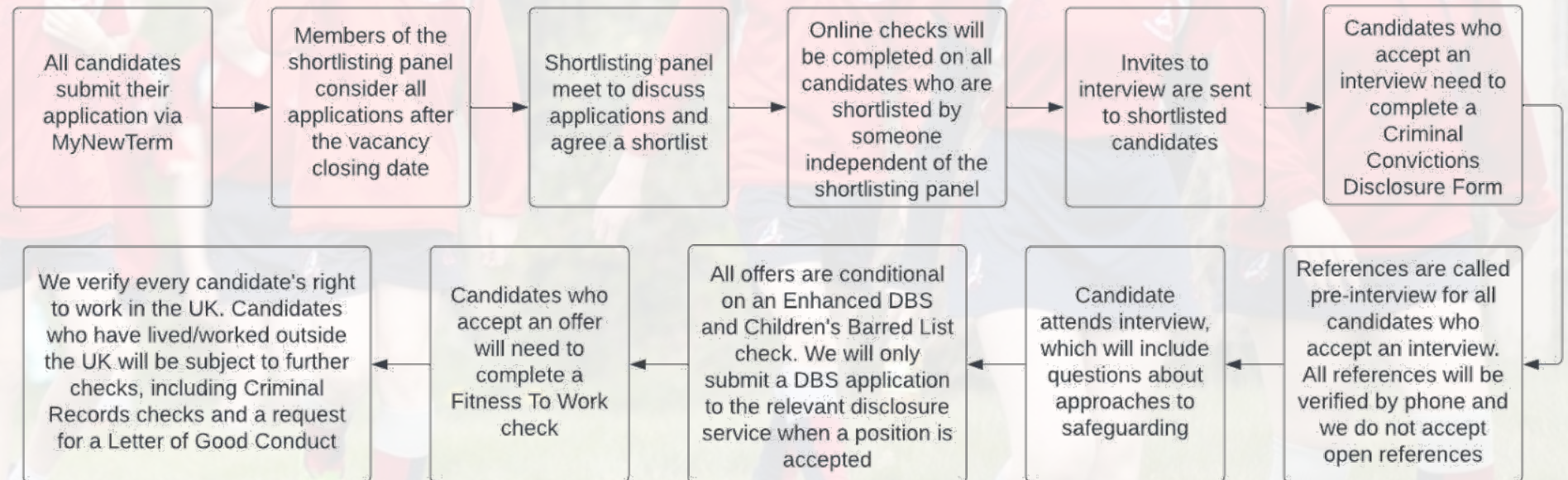
"Pupils are proud to attend this happy and welcoming school. Christian values are at the heart of school life."

Ofsted, December 2021

Safeguarding in our Trust

Keeping our children safe is of paramount importance to us. You can read full details about our approach to safeguarding and child protection on [our website](#).

Our commitment to safeguarding includes our recruitment process, which is outlined here:



For information on what personal data we collect as part of the recruitment process, and why, you can read our [Privacy Notice for Job Applicants](#).

The revised DBS code of practice for registered persons and other recipients of disclosure information is [here](#).

Our Trust Leadership

The Strategic Leadership Team work closely together to focus on school and Trust-wide improvement and development. Heads also meet regularly and undertake peer support and challenge across our schools.

Our Leadership Team work together closely to improve effectiveness across our Trust. This includes coordinating the work of Trust subject teams, which meet regularly to develop provision and practice. The team also coordinates high quality professional development, including appraisal, for Trust staff and facilitates school to school support for all schools within the Teaching School Alliance.





Vision and values

Our Mission

Our mission is to give Every Child Every Chance of success.

Our Vision

Our vision is to enable all learners to believe in themselves. Our children and young people will enjoy an ambitious and inspirational education that develops their character, confidence, knowledge and the skills they need to succeed in life. Our schools are places that launch interests and ignite passions, and provide inspirational learning for all; where children and young people are:

- Happy and safe
- Inspired and supported to reach their full potential
- Equipped to become resilient, independent learners
- Prepared to live responsibly and peacefully in the spirit of understanding, tolerance, equality and friendship
- Children are at the heart of our work. The Trust's role is to enable school leaders to focus on their core business of ensuring that every child thrives.

Our Values

Our values give our organisation its purpose and direction. We believe in:

- Excellence • Collaboration • Creativity



Key information about this role

Main place of work: North Bradley C of E Primary School, 48A Church Ln, North Bradley, Trowbridge BA14 0TA

Salary: £24,413 – £25,185 per annum pro rata

Contract: Permanent, Part-Time

Hours: The working hours for this role are expected to be, 6.5 hours per week, one full day per week, which day to be discussed at interview. 38 weeks per year. The start date for this role is as soon as possible.



What we offer

- An ambitious and vibrant place to work, with enthusiastic staff in all of our schools
- A highly organised and very supportive team
- The rare opportunity to work and plan collaboratively with experienced colleagues across the Trust
- High quality professional development opportunities from Day One
- A clear vision with purpose and values that are supported by all our staff
- Generous employer contributions to the Local Authority Pension Scheme



**Thank you
for your time**