



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



Paxcroft Primary School



Headteacher: Ashley Barrington-Wilding

Ofsted rating: Good

Address: Paxcroft Primary School, Ashton St, Trowbridge BA14 7EB

Contact: admin@paxcroft.equamead.org | 01225 762244 | <https://www.paxcroft.wilts.sch.uk/>

We are a friendly and inclusive school situated at the heart of the community here in Trowbridge. We have a skilled team of teaching and pastoral staff who invest in building positive relationships with children and their families.

Working in partnership with parents and carers, we seek to create a positive environment in which to nurture happy, kind and respectful children who are motivated to give their very best in whatever they do.

We strive for excellence and have the highest expectations and aspirations for all our children.

We aim to inspire children to develop inquisitive and imaginative minds and a lifelong positive attitude to learning through a rich and engaging curriculum. The individual talents of every child are recognised and encouraged to flourish.

We also focus on supporting children to develop the life skills of independence and resilience. Ultimately, we aim to develop well-rounded, confident, caring citizens who can play a positive and active role in modern life. This includes children learning the importance of staying safe and keeping healthy, both physically and emotionally.

Please visit our website to find out more about our school.

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: Paxcroft Primary School, Ashton St, Trowbridge BA14 7EB

Salary: £25,185 - £25,989 per annum pro rata | £19,515 - £20,594 per annum

Contract: Fixed-Term, Part-Time

Hours: 08:30 - 15:30, 6.5 hours per day Monday to Friday, 32.5 hours per week, with 30 minutes unpaid lunch





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**