

Administration Officer - Puriton Primary School

- Start:** Monday 24th February 2025
- Salary:** Grade 3, Scale point 5-6 - (£24,790-£25,183 pro rata)
- Location:** Puriton Primary School, Rowlands Rise, Puriton, Somerset
- Contract:** 12 hours per week - 8:30am-3:30pm (with a 1hr unpaid lunchbreak)– Monday and Tuesday.
- Term:** Permanent, term time only (38 working weeks)

Puriton Primary School can be found in the heart of the village of Puriton, just a few minutes from J23 of the M5 in Somerset. We currently have 206 children on role across 7 classes. The school benefits from enthusiastic, engaged learners who are supported by a strong, collaborative and committed team. We pride ourselves on being an inclusive school which gives children a great start to their education.

Our children are kind and respectful towards others and enjoy coming to school. We have strong links with parents, governors and the wider community, recognising the value that this brings to our children and their education. We offer a warm, nurturing setting in which children feel happy, confident and safe. A happy pupil is a successful one, which is why our team of passionate and dedicated staff all work towards the same goal: that children enjoy their learning!

You offer:

- Previous Administration and Reception experience, preferably within a busy school office.
- Resilience, adaptability and focus.
- A good level of literacy, numeracy and IT.
- Administration qualifications or equivalent experience.
- An enthusiastic outlook to team working with the ability to prioritise and multitask.
- A clear sense of values and behaviour to work collaboratively with staff, parents, contractors & visitors.
- A commitment to be part of an innovative and forward-thinking school and Multi Academy Trust.

Futura Learning Partnership strives to be an equal opportunities employer and is keen to attract the most highly talented individuals from a diverse range of backgrounds.

In return we offer:

- A competitive salary
- A full and varied CPD programme offering teaching and leadership development for our staff
- An opportunity to work in a supportive team from whom you can learn, develop and grow
- Wider opportunities to be involved across the Futura Learning Partnership
- An energised and professional working environment
- Benefits include; pension scheme, discounted sports centre/gym membership, free wellbeing support & medical cover, free on-site parking and cycle to work scheme.

Futura Learning Partnership is a partnership of schools which span 5 local authority areas: Bath & North East Somerset, Bristol, North Bristol, North Somerset, Somerset and South Gloucestershire. Working together to provide a high-quality educational experience for all students in their care and be a truly inclusive provider of 3-18 education in the area. We are a mixed MAT, comprising 6 secondary, 21 primary and a special school. We work in partnership with the Diocese of Bath and Wells, which brings considerable benefit to all our schools.

The closing date for applications is: **Thursday 6th February 2025**

Interviews to be held on: **W/C 10th February 2025**

No CVs or agencies please

For further details, please visit the school website:

<https://www.puritonprimaryschool.org.uk/Career-Opportunities/>

https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC107GF.open?VACANCY_ID=205872OTYw&WVID=978934AvwF

- Download the JD/PS, Recruitment Pack
- Click on the 'apply' button within the vacancy advertised on the [Futura Learning Jobsite](#)
- Complete and submit your online application before the closing date.
- Visits to the school and meeting the headteacher are strongly encouraged. Please telephone 01278 683630 to make an appointment.

PLEASE NOTE: Early applications are encouraged. Puriton Primary School reserves the right to interview and appoint prior to the closing date of the advertisement, should the School be able to appoint an appropriate candidate.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Futura Learning Partnership will apply for a satisfactory enhanced Disclosure and Barring check, a Children's Barred list check, two satisfactory references, satisfactory pre-employment health screening and for Teachers, a Prohibition Check in relation to the children's workforce. In some settings a Declaration will be required in order to meet our obligations under the 'Disqualification under the Childcare Act 2006.