



Birchfield Primary School

Birchfield Avenue
Gildersome
Leeds LS27 7HU

Tel: 0113 253 3009

www.birchfieldprimary.org.uk

Headteacher: Mrs Samantha Hirst
Chair of Governors: Mr Lee Dobson

Dear Prospective Candidate,

We are delighted that you have expressed an interest in the role of Administrative Assistant at Birchfield Primary School.

Birchfield Primary School is situated in an outer suburb of South Leeds. It enjoys a particularly pleasant aspect backing on to fields and has a very well-maintained building. The majority of our pupils live locally in the village of Gildersome. Our school is a popular one and we are regularly oversubscribed. Our school is single form entry (from Reception – Y6). We also have a Nursey and Buddies, our before and after school provision. Our Nursery caters for 52 children, with flexible provision. The school enjoys excellent links with the local community. We are part of Morley Family of Schools and we are a member of 'The Morley Primary Partnership'-a group of 8 local schools who work together, sharing good practice.

I am very proud to be the Headteacher here at Birchfield. This is a special place where our children are central to every decision and plan that we make. Our talented and dedicated team is central to our success, with every single member playing their part in making our pupils' Birchfield journey a memorable one. At Birchfield, it is our belief and our mission that every child has access to a first -class education and a wide range of exciting and enriching experiences throughout their time with us.

Our FAMILY values are woven throughout everything we do and create a safe, warm and welcoming environment for all.

Our children are truly the best. They are caring, kind, polite and inquisitive. It is our aim that by the time they leave us, they are confident individuals who are socially, emotionally and academically ready for the next step of their education.

The following quotes are taken from our recent Ofsted inspection report (October 2023):

Birchfield Primary is a small, friendly and welcoming school. Pupils thrive here.

Pupils excel in their learning.

Pupils' behaviour is exceptional.

Parents are overwhelming positive about the school.



Reg No.
25464



INVESTED IN PEOPLE

The school has a strong culture of reading.

Pupils love mathematics lessons.

The school has established a comprehensive programme to support pupils' personal development. Pupils' personal development is carefully woven through the curriculum.

Our thriving before and after school club - 'Birchfield Buddies' - opened its doors in September 2008 and provides a valuable service to the local community. Academic standards are high and our results have been consistently above the national average.

Birchfield is fortunate to have a tremendously supportive and challenging Governing Body and a dedicated network of parents and carers. Parents, pupils and staff are part of a very active 'Friends of Birchfield School (FOBS)', who raise thousands of pounds every year to support the school.

We are seeking a friendly and enthusiastic Administrative Assistant who will be committed to our ethos and values and will enhance our existing team. The ideal candidate will be able to demonstrate a commitment to the promotion of high standards and expectations and be able to display energy, enthusiasm, determination, professionalism and a sense of humour.

We hope this gives you an overview of our school. If you are the person we are looking for to join our team we would strongly encourage a visit to the school to meet our staff and pupils and see our lovely school and grounds. If you have any further questions, please contact the school office. You will also find a wealth of information on our website.

www.birchfieldprimary.org.uk

I look forward to meeting you and receiving your application.

Yours faithfully

Samantha Hirst

Headteacher