BLACKDOWN EDUCATION PARTNERSHIP

BELIEF IN EVERY CHILD

Dear applicant

We are delighted that you are interested in the role of Administrative Assistant at Isambard Kingdom Brunel Primary School (IKB).

This is an exciting role and we are looking for a highly motivated and inspiring individual who shares our commitment to ensuring that the young people we serve receive the best possible standard of education.

IKB Primary school opened to pupils in September 2020 and is not only growing but thriving and constantly developing. A school where all staff benefit from having their voice heard and contributing to the next steps for the school. A school where children and staff enjoy coming together and being part of creating life-long memorable experiences.

Within the setting, children are inspired by a unique curriculum which is built upon strong foundations from the Early Years and prepares them for lifelong learning. Our ethos and attributes very much drive what we do as we believe that by growing these skills, alongside the knowledge from the curriculum, children will have the necessary attitudes to have a positive impact on the world We believe attitude is as important as experience so are looking for staff who have the same ethos and attributes as us and are motivated to inspire children to belong, participate and achieve.

If you are keen to try a new challenge or you are ambitious to progress in your career, this is an excellent opportunity. We can also offer new premises and resources, engaged and motivated support staff and happy and vibrant children who are keen to learn.

I very much hope this has ignited your enthusiasm for this exciting opportunity and I look forward to receiving your application.

Best wishes

Andrew Wootton
Headteacher

The Opportunity

ADMINISTRATIVE ASSISTANT

Job Title:	Administrative Assistant
Location:	Isambard Kingdom Brunel School, Thomas Place, Wellington, Somerset, TA21 8FP
Pay grade:	NJC 15, Point 4 to 6
Salary:	£25,185 full time equivalent, £10,384 actual annual salary
Hours of work:	18 hours per week Term Time plus 3 Inset days (38.6 weeks) Monday and Tuesday 8.30am – 4pm with a 30-minute unpaid break Wednesday 8.30am – 12.30pm
Start Date:	As soon as possible
Terms of Employment:	Permanent
Accountable to:	Operations Lead and Headteacher
Liaising with:	School Leadership Team, teaching/support staff, individuals, parents/carers, governors
Disclosure Level:	Enhanced

See the Job Description for a full breakdown of the role and responsibilities.

The closing date for this post is 9am on Monday 20th April 2026

Interviews will be held on Thursday 23rd April.

To make an application please use the online application platform Careers at Isambard Kingdom Brunel Primary School - Eteach **also available through our school website** www.ikbschool.co.uk

BELIEF IN EVERY CHILD

Job Description

This is a varied fast paced role which sits at the centre of the school day to day running. We are looking for a friendly, approachable person that is organised with an ability to multitask and who can manage their own workload and priorities.

Expectations

- To have a belief in the importance of working together with all other staff to develop and implement the Trust's aims, plans and policies.
- To support and contribute to attempts to achieve continuous improvement in all aspects of the work of the school and the Trust.
- To work, represent and promote the area and school in a manner that enhances the Trust's aims and values.
- To promote the safety and well-being of all children and to have shared responsibility for the safeguarding and welfare of children.
- To have excellent communication skills, both written and oral and high competence in the use of ICT.
- To carry out any other duties which fall within the broad spirit, scope and purpose of the job description.

Main Responsibilities

- To be a first point of contact for parents and visitors to the school office, ensuring correct safeguarding checks are carried out and queries are dealt with in a professional and timely manner.
- Answering the office telephone and monitoring the school email inbox and responding accordingly.
- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
- Using the school communications software (training will be provided) to send emails and other communications to parents.
- Monitoring and maintaining the schools Wrap Around Care register and providing relevant information to staff, supporting parents with making payments and liaising with the central finance team to ensure payments are recorded as required.
- Providing First Aid to pupils (training will be provided if required).

- Arranging meetings, booking rooms, refreshments, parking etc.
- Supporting the Head Teacher, School Business Manager, Nursery Manager and teaching staff as required.
- Assisting in the lunch hall and playground when required., as well as assisting in the playground at lunchtimes.

Special Factors

- To have a broad over view of other school office systems and be prepared to support when required.
- This role may involve traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of your home school, will be as per the Trust's travel policy.
- There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust based events.
- Working patterns will be aligned with school term dates and holidays must be taken during school closure periods
- The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility as required.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
- To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.

This post is exempt from the Rehabilitation of Offenders Act 1974 under the Exceptions Order 1975 (as amended in 2013 and 2020). This means that both spent and unspent convictions and cautions may need to be disclosed. However, certain convictions and cautions are considered 'protected' under filtering rules and do not need to be disclosed. Guidance on what should be disclosed can be found on the Ministry of Justice website: Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK

Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexuality or religion.

The successful candidate will be required to undertake an Enhanced Disclosure via the Disclosure Barring Service (DBS).

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

The closing date for this post is 9am on Monday 20th April 2026, Interviews will be held on Thursday 23rd April.

Person Specification

Qualifications	**Essential**	**Desirable**
Good level of English and Mathematics	✓	
Experience	**Essential**	**Desirable**
Experience working in a busy office environment	✓	
A proven knowledge and experience of Microsoft packages including Word and Excel	✓	
Experience of using database software	✓	
Experience of working effectively in a school office or setting		✓
Experience of working in a setting subject to Health & Safety, Hygiene, Child Welfare & Protection regulations.		✓
Skills and Knowledge	**Essential**	**Desirable**
Aptitude to develop a knowledge of the role within an education environment	✓	
An awareness of child protection and safeguarding	✓	
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post	✓	
An understanding of the need for confidentiality and professionalism always	✓	
The ability to contribute effectively to the workload and responsibilities of a team		✓
Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution		✓
Ability to improve own practice and knowledge		✓
Ability to solve problems and provide solutions		✓
Personal attributes	**Essential**	**Desirable**
Accuracy and an eye for detail.	✓	
Flexible, adaptable and positive attitude to working in a structured environment.	✓	
To be a core part of a small team.	✓	
Ability to work independently and be a team player.	✓	
Communication skills to promote and develop effective working with pupils and colleagues.	✓	
Energy, enthusiasm and perseverance.	✓	
Reliability and integrity.	✓	
A good sense of humour and an ability to maintain a good spirit in a stressful environment.		✓