

## **Job Advertisement**

### **Administrator and Pupil Welfare Oaklands Primary Academy (Part of the Chancery Education Trust)**

Oaklands Primary Academy is a vibrant, primary school located in Biggin Hill in the London Borough of Bromley. We believe that every child is different and that everyone deserves the opportunity to be happy, secure and successful. The school is surrounded by large grounds and benefits from a spacious and attractive site with a good deal of green space which enables us to take our learning outside. Oaklands Primary Academy is part of the Chancery Education Trust.

We are seeking to appoint an enthusiastic, committed, versatile and friendly team player who is efficient and adaptable, has a can-do attitude and who can prioritise and produce a high standard of work whilst maintaining a cheerful demeanour.

The successful candidate will be able to demonstrate excellent IT skills as well as a wide variety of interpersonal skills with the desire to learn.

Good communication skills, both written and verbal are essential. The postholder will be in regular contact with parents and staff within the school and across the Trust.

Previous school office experience is desirable.

You will be expected to be fully committed to the ethos and aims of the school and Trust. In return, the Trust offers a highly supportive environment with a strong focus on staff wellbeing including an Employee Assistance Programme, available to all staff.

Working for Chancery Education Trust, means you can be assured that you will be contributing to our mission to enable every child to achieve their best.

We see the Trust as an opportunity to do more than any single school can.

If you are keen to make a positive difference to children's outcomes and progress your career then we would love to hear from you. For further details please email the HR team at [hr@chanceryeducation.com](mailto:hr@chanceryeducation.com) or call 0208 462 5867. Visits to Oaklands Primary Academy are warmly welcomed.

To apply for this position please download an Application Form from Chancery Education Trust [www.chanceryeducation.com](http://www.chanceryeducation.com). The application can also be downloaded via the London Borough of Bromley [www.bromley.gov.uk/JobsAtBromley](http://www.bromley.gov.uk/JobsAtBromley). **Completed applications can be returned to [hr@chanceryeducation.com](mailto:hr@chanceryeducation.com).**

Chancery Education Trust is committed to providing an education and environment which offer equality in opportunities and freedom from discrimination. We believe that all pupils and members of staff should have the opportunity to fulfil their potential whatever their background, identity and circumstances. We are committed to creating a community that recognises and celebrates difference within a culture of respect and co-operation.

***Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.***

***By applying for this role, you are consenting to the Trust storing your personal details in our database, in line with the new GDPR requirements.***

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| <b>Phase</b>               | <b>Primary</b>  |
| <b>Type of Position</b>    | <b>Administration</b>   |
| <b>Salary Range</b>        | <b>£19,047 to £23,058 Pro Rata (£21,781 to £26,367 FTE, CET A1 to A3) - salary based on experience</b>  |
| <b>Employment Type</b>     | <b>Permanent</b>  |
| <b>Full-Time/Part-Time</b> | <b>36 hours per week/39 weeks Term Time, plus 1 week</b>  |
| <b>Start Date</b>          | <b>ASAP</b>   |
| <b>Interview Date</b>      | <b>To Be Confirmed *</b><br><b>*You are advised to submit your application as soon as possible to avoid disappointment, as we shortlist and interview interesting and exciting candidates before the closing date</b> |
| <b>Closing Date</b>        | <b>28 February 2025</b>   |

