



Borrow Wood Primary School **Recruitment Pack**



Apprentice Administrator
Required as soon as possible
Full time, 35hrs per week
Term time only, 39 weeks per year
Fixed Term until completion of the
Apprenticeship (approx. 18 months)
£7.55 hourly rate

Closing Date: Monday 3rd November 2025 @ 12pm

Interview Date: Thursday 6th November 2025

Start Date: as soon as possible following all
recruitment checks

End Date: August 2027





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Welcome Letter from Head Teacher

As Head Teacher at Borrow Wood Primary School, I am proud to lead a dedicated, caring, and enthusiastic team of professionals who are committed to providing the very best education to every child in our care.

At Borrow Wood Primary School, we believe that education is about inspiring curiosity, building confidence, and fostering a lifelong love of learning. Our children are at the heart of everything we do, and we are constantly striving to provide them with the very best opportunities to achieve and thrive.

We are currently seeking a passionate and committed individual to join our team. This role presents an exciting opportunity to become part of a school community that values collaboration, creativity, and continuous professional development. Whether you are at the beginning of your career or looking for a new challenge, we would be thrilled to learn more about what you could bring to our school.

You will find more details about the role, our vision and values, and how to apply in the accompanying recruitment pack. I encourage you to visit our school website and, if possible, arrange a visit to meet us in person – we would be very happy to welcome you and show you around.

Thank you for your interest in Borrow Wood Primary School. We look forward to receiving your application and learning more about how you could contribute to our vibrant school community.

Warm regards,
Natalie Bartlett
Head Teacher
Borrow Wood Primary School





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Borrow Wood Primary School

At Borrow Wood we work hard 'to bring out the best in everyone'! We aim to make all of our children confident, happy and motivated with a love of learning by providing a safe and welcoming environment both indoors and outdoors where they can be challenged to do their best. We have high expectations of behaviour and achievement recognising that all of our children bring something unique to our school.

Borrow Wood Primary School is part of ODYSSEY COLLABORATIVE TRUST, seven local Derby City schools, that have come together to provide an excellent education to Derby City children through strong collaborative links.

The school is situated on an attractive site, with extensive outdoor spaces that can be used to engage the children in a range of creative learning opportunities. We have raised beds for growing food, a nature area with a pond, two trim trails, a tyre park and two large playing fields and playgrounds. There is also a soft surface outdoor area for our Foundation Stage children to use as part of their free flow outdoor and indoor learning environment.

The school is based in two buildings dating from the late 1960's. The classrooms are large and bright and have access to shared areas to enable a variety of learning arrangements to be made. All of our classes are equipped with Interactive Whiteboards. The two large halls are well – equipped with PE equipment and are also used as the dining halls at lunch time. The school has its own kitchen and school meals are prepared daily on site by our catering team with ingredients sourced from local companies.

In April 2025 a new Enhanced Resource Facility (ERF) was opened following an extensive refurbishment of part of the upper building. Borrow Wood Enhanced Resource Facility is a provision for children with complex communication and interaction needs. Most of the children have a diagnosis of Autistic Spectrum Condition.

We are an inclusive school and welcome children into our school community with a range of additional needs. Teaching Assistants are deployed across the school to support the learning needs of our children.





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Application Details

We believe the children in our school deserve the best and we are passionate about finding the right people to work in our school. If you are committed, enthusiastic, adaptable, willing to learn and most importantly, have genuine care and drive for all children to do their best, we would love to hear from you. Visits to school are warmly encouraged or we are able to answer any questions via phone or email. Please email any questions to n.bartlett@borrowwood.odysseyct.org.uk or ring the school office on 01332 662826 to arrange a visit.

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Closing date for applications: **Monday 3rd November 2025 @ 12pm**

Interviews will be held on: **Thursday 6th November 2025**

Odyssey Collaborative Trust, is a group of five primary and two junior schools, all within the City of Derby. We educate 2,111 pupils and employ 351 staff. We aim to be a Trust where, pupils thrive, our colleagues thrive and our community thrives.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for. Applications can be submitted via email to n.bartlett@borrowwood.odysseyct.org.uk with Apprentice Admin in the subject line. Wherever possible, please provide work email addresses for your referees.

Safeguarding

Borrow Wood Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education. We would like to remind candidates that it is illegal to apply for this position if you are included on the barred list.



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Job Description

KEY PURPOSE OF THE JOB

1. To provide an administrative support to the school office whilst working towards achieving a Level 2 or Level 3 in Business Administration.

MAIN ACTIVITIES

1. Acting as first point of reference incoming callers and face to face with children, parents/carers, visitors, and staff members.
2. Carrying out other administrative tasks.
3. Work independently and part of an admin team.
4. Carry out allocated tasks under direction of SBM.

PRINCIPAL ACCOUNTABILITIES

1. To welcome and manage all visitors in a professional and friendly manner and handle general enquires.
2. To maintain the visitors signing in and out of the buildings ensuring all visitors and contractors can be identified by wearing clearly visible badges and lanyards and checking DBS information as necessary.
3. As telephonist, to welcome all callers to the school and deal with their call professionally and report to appropriate members of staff as necessary.
4. To be the point of reference to all children, staff and parents/carers and external agencies the in person, over the phone or via email.
5. To communicate messages to colleagues across school.
6. To open and distribute post.
7. To fulfil general administrative tasks including but not limited to word processing and data input, emailing, photocopying, filing, laminating (Microsoft packages).
8. To provide general administrative duties to ensure the efficient operation which may include filing, archiving.
9. To input and retrieve data on computerized management information systems.
10. To check receipt of delivery and pass on delivery notes, missing items to the SBM.
11. To offer helpful, friendly, approachable and professional service at all times.
12. To attend relevant meetings and training sessions.



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Job Description (continued)

SUPPORT FOR THE SCHOOL

- Maintain effective working relationships with colleagues and parents through effective communication and providing support for pupils, colleagues and parents as required.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.

GENERAL

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Odyssey Collaborative Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Additional Requirements

- Enhanced DBS clearance (will be required prior to appointment)
- Right to work in the UK
- Willingness to support the ethos and values of the school



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Person Specification



Criteria	Essential	Desirable
GCSEs (or equivalent) in English and Maths (Grades A*-C / 9-4)	✓	
Willingness to undertake a Level 2/3 in Business Administration (training will be provided)	✓	
IT literate (with working knowledge of MS Word, Excel, email)	✓	
Carrying out administrative tasks		✓
Ability to build effective working relationships with colleagues	✓	
Health & Safety Awareness (training will be provided)	✓	
Able to work flexibly and adaptable to the demands of a busy office	✓	
Excellent time management skills	✓	
Organised and methodical	✓	
Able to implement and update paper and electronic records	✓	
Able to prioritise and work to deadlines	✓	
Good communication skills – verbal and written	✓	
Good telephone manner	✓	
Able to respect confidentiality	✓	
Ability to work as part of a team and on own initiative	✓	
Understanding of safeguarding and child protection, safeguarding training (or willingness to undertake upon appointment)	✓	
Professional, reliable, punctual, approachable, motivated and well-organised	✓	
Commitment to policies and procedures	✓	
Commitment to promoting equality, inclusion, and diversity	✓	