



Dear applicant

We are delighted that you are interested in The Blackdown Education Partnership and the role of Office Administrator at Orchard Grove Primary School and Bishops Hull Primary School.

This is a great opportunity to join our busy school offices and become part of teams that supports all aspects of running the schools. The office team are an integral part of the school, often a first point of contact for parents face to face, on the phone or by email. Our office team support teachers to deliver the best possible education for all our children and they are well known to all our children whether it be in the lunch hall, providing first aid or being part of school activities and events.

We are looking for a responsible, conscientious and professional individual that can work in a fast-paced environment and be responsive to changing priorities, whilst being approachable and having a smile for everyone.

We can offer a school that respects and holds all staff in equal and high regard and a Trust that prioritises staff wellbeing and career development.

We hope that this sounds like the role for you, and we look forward to receiving your application.

Best wishes

Richard Healey

Orchard Grove Headteacher Director of Primary Education at The Blackdown Education Partnership

The Opportunity



Office Administrator starting 1 July 2025 – 2 roles available (12 or 16 hours per week)

This role will be based at Orchard Grove Primary School and for one day a week at Bishop's Hull Primary School, Taunton.

Job purpose: To support high standards of teaching, learning and achievement for all students within the aims of the school by undertaking administrative duties to support the School Business Manager and Headteacher.

Working time: **12** hours per week, Term Time plus 3 Inset days.
 8.30am – 12.30pm - 3 days per week
 16 hours per week, Term Time plus 3 Inset days.
 8.30am – 12.30pm - 4 days per week

These hours have the potential to increase as Orchard Grove grows.

Term: Permanent

Disclosure level: Enhanced

Accountable to: School Business Manager and Headteacher

Liaising with: School Leadership Team, teaching/support staff, individuals, parents/carers, governors

Salary: NJC Point 4-6 - £24,404 - £25,183 Full Time Equivalent.

Actual starting salary: £6,708.20 (12 hours) £8,944.26 (16 hours)

To make an application for this role please complete the online application by 9.00am Thursday 5 June 2025

Applications must be completed through E-Teach.

The timeline for recruitment is as follows:

- Closing date for applications is: 9.00am on **Thursday 5 June 2025**
- Interviews will be held on **Tuesday 10 June 2025**

When making an application, please confirm in the personal statement whether you are applying for the 12 or 16 hour position.

Job Description

The aims and values of our schools and the Trust are fundamental and each member of staff will be expected to promote and develop these in all aspects of their work. All duties should be exercised in the context of these aims and values and in line with the schools and Trust's policies.

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

- Answering the office telephone.
- Monitoring the school email inbox and responding accordingly.
- Welcoming and signing in visitors – ensuring correct safeguarding checks are carried out.
- Responding to day-to-day queries which may be over the telephone, through email or face to face with visitors to the school.
- Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
- Using the school communications software (training will be provided).
- Monitoring and maintaining the schools Wrap Around Care register and providing relevant information to staff.
- Ordering school lunches, ensuring all parents have booked by the deadline.
- Monitoring and maintaining the school milk and fruit provision.
- Sending school communications to parents.
- Providing First Aid to pupils (training will be provided)



- Arranging meetings, booking rooms, refreshments, parking etc.
- Purchasing and seeking best value for school resources.
- Supporting the Head Teacher, School Business Manager, Nursery Manager and teaching staff as required.
- Supporting the lunchtime supervisors in the hall and playground when required.

Other responsibilities

- To undertake additional duties as required, commensurate with the level of the job.
- Maintain positive, professional relationships with stakeholders and colleagues.
- To participate in induction training, staff review processes and professional development opportunities.
- To commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and smoking is prohibited in any of our buildings, on premises and vehicles.
- To be familiar with and adhere to all relevant Trust Policies and Procedures.
- Comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of the post may vary from time to time without changing the general character of the post or level of responsibility entailed.



Special Factors

1. This role will 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.
2. There will be a requirement to work beyond school hours particularly in supporting and attending school and Trust based events.
3. Working patterns will be aligned with school term dates and holidays must be taken during school closure periods
4. 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.
5. The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures.
6. 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.
7. To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
8. To comply with the Trust's ICT Acceptable Use and Confidentiality Agreement for Staff.
9. To comply with the Trust's Health & Safety policy, procedures, and statutory requirements.

Person Specification

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none">• Good level of English and Maths.	
Experience	
<ul style="list-style-type: none">• Experience working in a busy office environment.• A proven knowledge and experience of Microsoft packages including Word and Excel.• Experience of using database software.	<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• Aptitude to develop a knowledge of the role within an education environment.• An awareness of child protection and safeguarding.	<ul style="list-style-type: none">• The ability to contribute effectively to the workload and responsibilities of a team.• Ability to work on own initiative, including recognition of when and



<ul style="list-style-type: none"> • 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 at all times. 	<p>how to refer issues elsewhere for effective resolution.</p> <ul style="list-style-type: none"> • Ability to improve own practice and knowledge. • Ability to solve problems and provide solutions.
Personal Attributes	
<ul style="list-style-type: none"> • 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 working 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. 	<ul style="list-style-type: none"> • A good sense of humour and an ability to maintain a good spirit in a stressful environment.

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

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands, or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

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 Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

