New Education Trust

Aspiration Collaboration Inspiration







Careers at New Education Trust

Application Pack

Office Administrator

Bengeworth CE Academy

"Nobody wins, unless everybody wins."

New Education Trust

A Message from our CEO

Thank you for your interest in New Education Trust and in the work we do across our academies. We are delighted that you are considering joining us, and I hope you will choose to be part of our journey as we continue to deliver the very best education for our pupils.

At New Education Trust, our approach is built on four key foundations: culture, opportunities, relationships, and experiences. These principles shape every aspect of our work. We believe that a positive and inclusive culture enables both children and adults to thrive. We create opportunities that inspire ambition, nurture talent, and broaden horizons. Strong, respectful relationships lie at the heart of our community, and we are committed to providing enriching experiences that make learning meaningful, memorable, and life-enhancing.

Education has the power to transform lives, open doors, and create futures full of possibility. It is a privilege to support our pupils as they grow, discover their strengths, and build the confidence they need to succeed in an ever-changing world.

Thank you once again for your interest. We hope you will consider joining us and contributing to our shared mission of providing exceptional education for every child, every day.

David Coaché

Chief Exectutve Officer
New Education Trust



About our Trust

Previously known as Bengeworth Multi-Academy Trust, New Education is a Multi Academy Trust that provides leadership, governance and strategic support to the school system, helping to deliver high-quality education and maintain strong standards.

New Education reflects a broad and forward-looking vision for its schools, aiming to serve a wider community and create a unified approach to teaching and learning across the system.

Although the trust has expanded beyond its original roots, it remains committed to its core values. New Education Trust places a strong emphasis on excellent primary education, effective school leadership and positive outcomes for all pupils.

By working closely with its schools, the trust strives to ensure the best possible educational experiences for children and to support the ongoing development of each school within the organisation.



Our Purpose & Principles



Our Vision

We are an aspirational education Trust facilitating collaborative advantage between schools and organisations within the system.

Our Mission

To equitably deliver world class educational outcomes for the benefit of children, their families and the communities in which they live.

Our Values

Aspiration — Pursuing fairness and self-awareness through personal growth.

Collaboration — Community, unity and shared purpose.

Inspiration — Creativity with agency.

Our Ethos

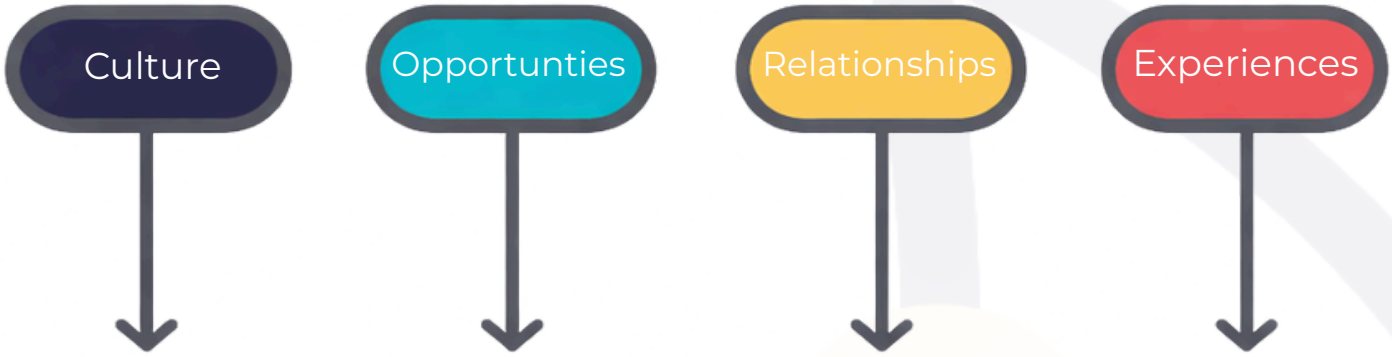
New Education Trust schools are dynamic, vibrant places where every child acquires a high quality education and unforgettable childhood experiences. In partnership with families, our schools create safe, positive and well-considered environments where each person feels valued and excellence and enjoyment are embedded.

"Nobody wins, unless everybody wins."

Our Foundations and Strategies

New Education Trust is built on four key foundations: culture, opportunities, relationships, and experiences.

Together, these foundations inform the Trust's strategic approach, driving continuous improvement and ensuring that every school can thrive within a supportive and forward-thinking community.



People	Inclusion & Provision	Behaviour	Evaluation
Process	Engagement	Interaction	Optimisation
Place	Intervention	Community	Communication
Performance	Equality & Equity	Collaboration	Standards

Our pupils and community

Our pupils are at the heart of everything we do across the New Education Trust. They come from a wide range of backgrounds and experiences and bring with them curiosity, creativity, resilience and a strong sense of individuality. Our schools value every child as a unique learner, ensuring they feel safe, supported and known as individuals.

Pupils within the Trust contribute positively to school life through their enthusiasm for learning, their respect for others and their willingness to take responsibility. They bring energy, ideas and ambition into the classroom, alongside a readiness to collaborate, reflect and grow. Through pupil voice opportunities and leadership roles, children are encouraged to share their views and take pride in shaping their learning environments.

The New Education Trust serves its communities by building strong, trusting relationships with families and local partners. Our schools act as welcoming hubs where inclusion, collaboration and high expectations are central. By offering a broad and engaging curriculum alongside targeted support, we ensure that all pupils — regardless of starting point — are given the opportunity to thrive academically, socially and emotionally.

This work matters because education extends beyond academic outcomes. By nurturing confident, respectful and capable learners, the Trust helps pupils develop the skills and attitudes they need for the future. Our commitment to community ensures that pupils leave us prepared not only for the next stage of their education, but also to make a positive and meaningful contribution to the world around them.



Employee Benefits

Working at New Education Trust offers a range of rewarding benefits. Our staff enjoy teaching delightful, well-motivated children who bring energy and enthusiasm to every school day. We pride ourselves on fostering a supportive, warm and friendly environment, made up of genuinely great people, where colleagues feel valued and encouraged. Our academies are modern, well-resourced and forward-thinking, providing staff with the tools and facilities they need to deliver high-quality teaching and learning.

Employees benefit from access to the government pension scheme, flexible working opportunities that support a healthy work–life balance, and exciting professional development opportunities both within the Trust and through external partners. Every member of staff joins a team of highly motivated, dynamic and talented colleagues who collaborate, support one another, and work together to achieve the very best outcomes for pupils.



After a year of teacher training, the notion of a further two years of being an ECT was not one met with relish. However, the staff and in particular my mentor at New Education Trust have made the process easy. By providing support and being available for any questions that I might have, my knowledge and confidence has increased significantly.

Alex Enstone
Church Lench CofE First School



New Education Trust is a really rewarding place to work. We create happy, caring environments where positive relationships are built between children and staff. Everyone is valued and supported, and there is a strong sense of teamwork and belonging.
Working at New Education Trust is both fulfilling and inspiring, offering opportunities to grow professionally while making a real difference in the lives of our children.

Anna Bearcroft
Bengeworth CE Academy



Working as a classroom support professional in New Education Trust means being part of a warm, committed team where everyone genuinely wants the best for our pupils. No two days are the same, and you're supported to grow your skills, share your ideas, and make a real difference. It's a place where you feel valued, encouraged, and proud of the impact you have on young people every day.

Zoe Pettinger
Bretforton Village School



JOB ADVERT

Job title:	Office Administrator
Location:	Bengeworth CE Academy, Burford Road, Evesham WR11 3HB
Contract type:	Permanent, Full Time
Band / Salary:	Scale 3 Points 5 - 6
Reports to:	Senior Leadership Team

Salary: Scale 3 Points 5 - 6 (£23,596 - £23,971 per year)
37.5 hours per week (Mon – Fri, 8.15am – 4.15pm)
Term-time only, plus inset days and 5 days during school holidays
Required to start November 2026 or as soon as possible

We are looking to appoint an experienced, capable and efficient School Office Administrator to be part of our wonderful staff team. You should be up to date and proficient in all office skills, preferably with experience of working in a busy education environment. The successful candidate will undertake a range of office duties.
You will need;
- A relevant Level 3 qualification or above (or equivalent)
- Good knowledge of Microsoft Office including Word, Excel, Outlook and SharePoint
- Previous relevant experience
- Experience of using social media to communicate with parents / carers is desirable
- Ability to multi-task under pressure and work to deadlines
- Experience of school MIS (ie Arbor) and payment systems (ie ParentPay) is desirable
- First aid qualification, or willingness to undertake first aid training

Other necessary qualifications include confidentiality, being able to work as part of a team but also independently, and a willingness to support other members of staff. As a School Office Administrator, duties will include but are not limited to;
- Be first point of contact for parents / carers / visitors (including monitoring school gates)
- Provide support to staff and children
- Handle all incoming enquiries and relay messages promptly and accurately
- Oversee the smooth running of the office and reception area, including ensuring safeguarding procedures are being followed
- A range of administrative tasks including registers and absence monitoring, preparing letters to parents, maintain pupil records within the MIS, manage admissions, monitor trip payments, raise purchase orders, produce the weekly newsletter and place social media posts as required.



JOB DESCRIPTION

Purpose of the role:

Provide administrative support relating to pupil services, attendance, parent communications, and student support for the Burford Road site.

Safeguarding

All staff within New Education Trust are expected to uphold the highest standards of safeguarding practice. The postholder must ensure full compliance with Keeping Children Safe in Education, the Trust's safeguarding and child protection policies, and all relevant statutory guidance. This includes maintaining vigilance in identifying and reporting concerns, promoting the welfare of children and young people, and supporting the creation of a safe, secure environment across all Trust settings.



Key Responsibilities:

Front Office;

- Act as first point of call for visitors / parents / carers / pupils and contractor enquiries
- Answering emails, telephone calls and enquiries
- Relaying messages between staff, parents, and Leadership
- Welcoming visitors and maintaining a professional front office and reception area
- Ensuring safeguarding procedures are followed

Attendance Administration

- Monitor attendance registers
- Conduct first-day absence follow-up
- Liaise with parents regarding absence
- Maintain attendance records within the MIS

Parent and Pupil Administration

- Respond to parent enquiries
- Prepare letters and communications to parents
- Maintain pupil records within the MIS

Admissions and Pupil Administration

- Manage Reception admissions
- Manage in-year admissions

Trips and Visits Administration

- Monitor trip payments
- Support with trip documentation and letters

Finance Support

- Raise purchase orders for Burford Road site purchases
- Support the monitoring of parent payments
- Follow up on late payments when required

Additional Duties

- Provide support to nursery administration
- School gates monitoring
- Assist with general administrative tasks during busy periods
- Accept deliveries ensuring that documentation matches ordered items
- Provide first aid to pupils
- Produce school newsletter and social media posts

(this list is not exhaustive)



PERSON SPECIFICATION

	Essential	Desirable
Qualifications Evidence of:	• relevant level 3 qualification or above (or equivalent)	• first aid qualification (or willingness to work towards)
Experience Demonstrate experience of:	• previous relevant experience	• using social media for communications • using school systems (ie Arbor, ParentPay)
Knowledge and understanding Show an understanding of:	• Microsoft Office including Word, Excel, Outlook, SharePoint	
Skills Demonstrate the ability to:	• multi-task under pressure • work to deadlines • work as part of a team and also independently	
Personal Characteristics As a professional, show that you are:	• able to uphold confidentiality • remain calm under pressure • willing to support other members of staff	



HOW TO APPLY

To apply for a role within the Trust, please complete the official Trust Application Form in full.

CVs will not be accepted and cannot be considered as part of the recruitment process.

Application Link: https://www.neweducationtrust.org/work-with-us/vacancies

Closing date: 9am, Friday 23rd October 2026

Interview date: Monday 2nd November 2026

New Education Trust is committed to safeguarding and promoting the welfare of children in line with Keeping Children Safe in Education guidance. This commitment applies to all staff and volunteers across the Trust. As part of our safer recruitment procedures, an enhanced DBS check will be required for every post.

In addition, online searches will be carried out for all shortlisted candidates as part of our safeguarding checks. These searches are used to help ensure the suitability of candidates who may work with or around children.

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Ready to start your career with New Education Trust?
We'd love to hear from you.

Visit:
www.neweducationtrust.org
Call:
01386 347334
Address:
c/o Kings Road, Evesham, Worcestershire, WR11 3EU



Apply Now