



Candidate Brief

Office Supervisor



Welcome

Thank you for the interest in this post. EQUA Mead Learning Trust is a family of like-minded schools, that collaborate to provide mutual support, share best practice and learn from each other, whilst retaining and developing each school's individual and distinctive character. We believe every child has the right to an inspiring and fulfilling education and we seek to improve the life chances of all those we serve; therefore, we make it our mission to give **Every Child, Every Chance** of success.

At EQUA Mead, we are an inclusive, passionate and forward-looking educational organisation. We are a Trust of seventeen primary schools, two secondary schools and eight nurseries, all based in Wiltshire. In addition, we have three additional schools joining us in September 2025. Across our schools, we also have four Resource Bases that provide specialist education to children and young people with complex needs.

We believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community where everyone works together to achieve their very best. At all of our schools, we do all we can to enable each child and young person to realise their full potential and to develop positive social and moral values.

We understand that successful schools are rooted in their local community. We respect and value the individual nature and ethos of each school while knowing we are more effective when we work together and support each other. We are a mixed Trust that benefits from both church and non-church-based schools and we actively celebrate this diversity. We are highly inclusive and collaborate closely to promote a culture of openness and integrity.

We thrive on providing a wealth of support to schools and seek to empower school leaders. Our CPD, NPQs, ITT, networks, training, research programmes and range of courses underpin a comprehensive development programme for all staff, whilst ensuring wellbeing is at the centre of all decision making.

We have lots more information about EQUA Mead on our website (www.equamead.org), however, If at any stage, you would like to find out more, please do feel free to get in touch.

Paul Skipp
CEO, EQUA Mead Learning Trust





Every Child, Every Chance



The Grove Primary School



Headteacher: Stuart Woodburn

Address: Grove Primary School, Hazel Grove, Trowbridge, Wiltshire BA14 0JG

Contact: finance@thegrove.equamead.org | 01225 755242 | www.grove.wilts.sch.uk

Based in the heart of Trowbridge, The Grove Primary School has nearly 400 children and 60 staff, making it one of the largest primary schools in Wiltshire. The school has a happy and welcoming atmosphere and not only does 'Every Moment Matters' but 'Every Child Matters'.

We endeavour to provide a safe, secure and stimulating environment where children enjoy their learning and thrive. We are proud of our school and committed to raising the attainment of all our children; it's our aim to ensure a culture where every child can flourish academically, socially and emotionally. We strive to ensure our pupils establish strong roots and develop healthy and adventurous wings.

All learning, all day and every day happens within a safe, happy and supportive environment which recognises and celebrates each child's unique talents, skills and interests. We endeavour to provide many opportunities for our children's voices to be heard and we always listen carefully. We want them to help make their school community an even better place!

We are extremely proud of our children and we support them to have self-discipline, tolerance and a sense of responsibility for themselves, others and the environment.

We are currently undertaking a fantastic building project, replacing old modular buildings with brand-new, state of the art facilities for children, staff, and those in our local community. The project will also facilitate the opening of a new Resource Base, which will provide 20 specialist places for children with communication and interaction needs.

"Strong relationships exist between adults and pupils, creating a very positive atmosphere for learning. Pupils feel safe, happy, behave well and enjoy their learning."

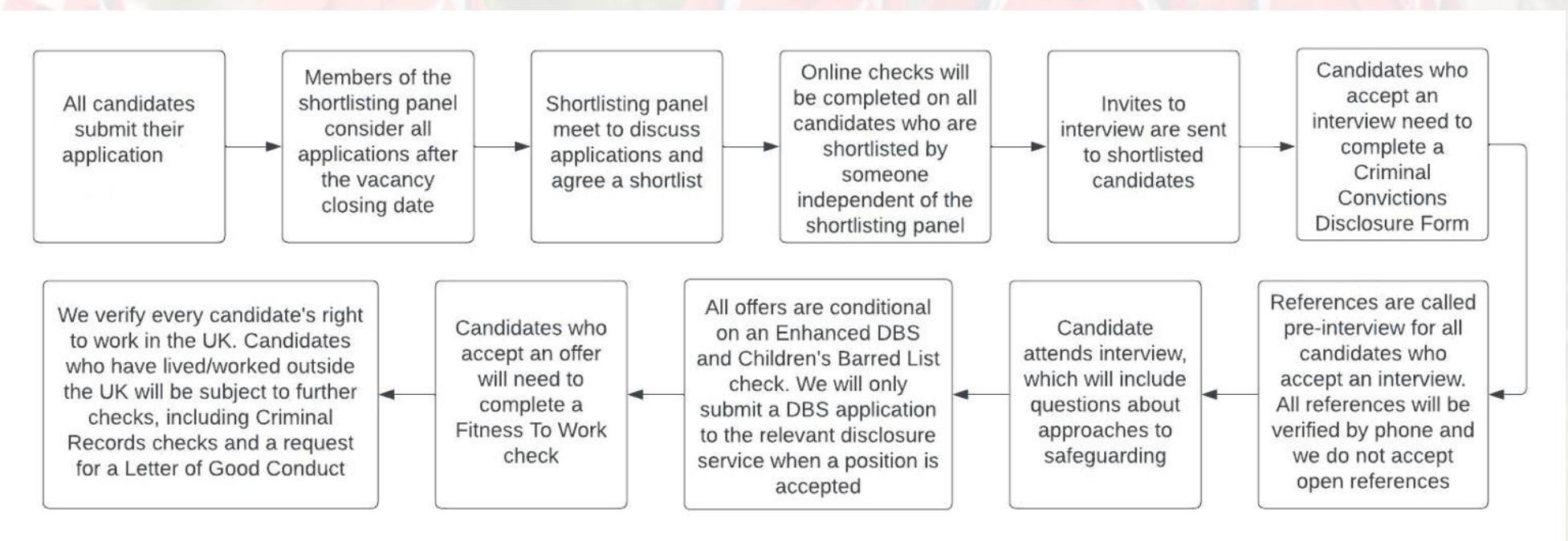
Ofsted, 2018



Safeguarding in our Trust

Keeping our children safe is of paramount importance to us. You can read full details about our approach to safeguarding and child protection on [our website](#).

Our commitment to safeguarding includes our recruitment process, which is outlined here:



For information on what personal data we collect as part of the recruitment process, and why, you can read our [Privacy Notice for Job Applicants](#).

The revised DBS code of practice for registered persons and other recipients of disclosure information is [here](#).

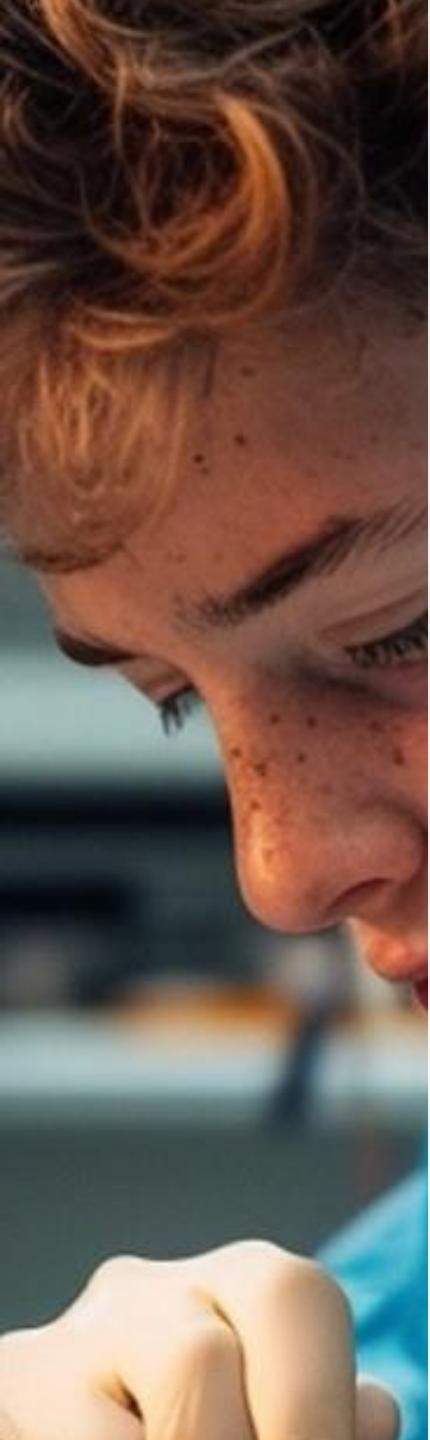


Our Trust Leadership

The Strategic Leadership Team work closely together to focus on school and Trust-wide improvement and development. Heads also meet regularly and undertake peer support and challenge across our schools.

Our Leadership Team work together closely to improve effectiveness across our Trust. This includes coordinating the work of Trust subject teams, which meet regularly to develop provision and practice. The team also coordinates high quality professional development, including appraisal, for Trust staff and facilitates school to school support for all schools within the Teaching School Alliance.





Vision and values

Our Mission

Our mission is to give Every Child Every Chance of success.

Our Vision

Our vision is to enable all learners to believe in themselves. Our children and young people will enjoy an ambitious and inspirational education that develops their character, confidence, knowledge and the skills they need to succeed in life. Our schools are places that launch interests and ignite passions, and provide inspirational learning for all; where children and young people are:

- Happy and safe
- Inspired and supported to reach their full potential
- Equipped to become resilient, independent learners
- Prepared to live responsibly and peacefully in the spirit of understanding, tolerance, equality and friendship
- Children are at the heart of our work. The Trust's role is to enable school leaders to focus on their core business of ensuring that every child thrives.

Our Values

Our values give our organisation its purpose and direction. We believe in:

- Excellence • Collaboration • Creativity



Key information about this role

Main place of work: Grove Primary School, Hazel Grove, Trowbridge, Wiltshire BA14 0JG

Salary: £27,254 - £28,598 per annum pro rata

Contract: Permanent, Part-Time

Hours: 37 hours per week, 39 weeks per year. 08:10 – 16:30, 3 days per week. 08:00 – 15:15, 2 days per week.



What we offer

- An ambitious and vibrant place to work, with enthusiastic staff in all of our schools
- A highly organised and very supportive team
- The rare opportunity to work and plan collaboratively with experienced colleagues across the Trust
- High quality professional development opportunities from Day One
- A clear vision with purpose and values that are supported by all our staff
- Generous employer contributions to the Local Authority Pension Scheme



Thank you
for your time