



West Road Primary Academy  
West Road  
Moorends  
Doncaster  
DN8 4LH

## Advert

### RECEPTIONIST/ADMIN ASSISTANT FOR BRIGHTER FUTURES LEARNING PARTNERSHIP TRUST

<b>SALARY:</b>	<b>£23,114 - £23,893 (PRO RATA)</b>
<b>GRADE:</b>	<b>5 (SCALE POINTS 4-6)</b>
<b>HOURS:</b>	<b>35 HOURS PER WEEK, TERM TIME PLUS 5 DAYS</b>
<b>CONTRACT TYPE:</b>	<b>FIXED-TERM UNTIL AUGUST 2025</b>
<b>START DATE:</b>	<b>AS SOON AS POSSIBLE</b>

Thank you for considering joining our trust. I am privileged to be the CEO of the Brighter Futures Learning Partnership Trust (BFLPT) and to be working with like-minded headteachers, leaders, staff and board members who understand how important education is to life chances and social mobility. The BFLPT Board is determined to see a high-performing multi-academy Trust which delivers exceptional and enriching learning experiences for all its children, young people and staff. We believe that by working collaboratively, we will create the educational platform on which to build the strong foundations needed for educational success.

There could not be a better time to join our Trust, which includes a diverse and successful range of schools; four Doncaster primary schools, an infant school, an 11-16 secondary school (Hungerhill) and Doncaster University Technical College. Hungerhill School benefitted from being a Teaching and National Support school for many years; its legacy of strong collaboration is still recognised today both locally and nationally with strong student outcomes above national averages. Doncaster UTC opened in 2020 in a state-of-the-art building which supports the strong employer led curriculum designed to create the engineers and technologists of the future. The school has already won several national and local awards and is recognised by Baker Dearing Trust as being one of its flagship schools. More recently we have been awarded a second Free School Bid and the Trust will open a second Doncaster UTC specialising in Green Technologies and Health Care Sciences. We are excited about the future and the many expanding professional development opportunities for our staff.

In September 2021 we implemented a new Primary Knowledge Curriculum in all primary and infant schools and all our schools are heavily invested in the development of a mathematics mastery curriculum and lead on a number of projects supported by the South Yorkshire Maths Hubs.

I am extremely proud that our three latest Ofsted reports have acknowledged our mission to provide all our children and young people with an ambitious, rich, and challenging curriculum. The reports demonstrate that our schools are delivering better student/pupil outcomes by working together, sharing leadership and teacher knowledge and resources. All of this, of course, could not be achieved without our strong body of exceptionally hard working and committed support staff. This has been testament to the strong investment in staff and pupils; our standards are high, but we take the investment in our staff very seriously.

We are also part of a network of national schools who are reshaping their curriculum, drawing on research and cognitive based science which will ensure all our children make accelerated progress. We employ a number of Ofsted trained consultants across the Trust who are supporting our subject leaders to design and shape the best learning experiences for our young people and in doing so, we are providing very bespoke support and training for teaching staff who want to invest in themselves. We are very proud of our story so far.

Our robust teacher development programmes and associate staff performance management systems allow for internal recognition and support to help encourage colleagues to thrive and develop within role. We are also very clear about reasonable, professional expectations, so that colleagues understand what is required of them, and are confident in their ability to deliver. We also have many associate staff who are being supported to develop themselves through additional professional courses as we believe this is the hallmark of an outstanding Trust.

The successful candidate will be based at West Road Primary Academy but may be required to work elsewhere within the Trust, as may reasonably be required by the Headteacher/Principal, CEO for the discharge of their duties.

Further details and application forms are available by visiting our website at [brighterfutureslpt.com](http://brighterfutureslpt.com). **(CV's will not be accepted for this post)**. If you feel you are the person we are looking for, you should fill in the enclosed application form and add a concise letter of no more than two sides of A4 **(this must be submitted as a separate document and not included in the body of an email)** addressing the following:

- Why you are applying for this position.
- How your experience to date will enable you to successfully take on the role.

Closing date for applications is **Monday 21st October 2024 (at 09:00)**.

Interviews will be held on Friday 25th October 2024.

**\*Please note that if you have not been contacted by Tuesday 22nd October 2024, you have not been shortlisted for interview.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

As BFLPT we promote diversity and applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

**The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with previous employers.**

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions are 'protected'.

These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

The school/UTC will carry out on-line searches as part of their due diligence checks on shortlisted candidates who will also be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

Shortlisted candidates will be emailed a self-disclosure form together with a flow chart detailing what is 'protected' under the Act and should not be disclosed. **This MUST be returned before interview.**

With my very best wishes,

Helen Redford Hernandez  
Chief Executive Officer