

JOB PACK

# OFFICE ADMINISTRATOR

Permanent

Term Time Only + Inset Days (39wks)

37 hours per week

Grade 5, £16,411 to £16,741 per annum

Start Date: 23rd August 2022



**EASTFIELD PRIMARY  
SCHOOL**

PART OF

**BRADGATE  
EDUCATION  
PARTNERSHIP**





# THE ROLE OF OFFICE ADMINISTRATOR

We seek to appoint an Office Administrator to join Eastfield Primary School on a full-time basis. The Office Administrator within the school is a key position, it is the face of the school and is the first impression for all children, parents/carers and visitors that attend the school.

The Office Administrator will support the Office Manager in offering excellent customer service to the school and ensuring that the administration of the school runs efficiently and effectively, ultimately supporting the education that we provide to the children of Eastfield Primary School.

## OUR OFFER...

- *Opportunity to work within a supportive team*
- *Opportunities for career development with access to apprenticeship and training schemes*
- *Generous annual leave entitlements – minimum (24) (26) (27) days plus 8 days bank holiday*
- *Access to the generous Local Government Pension Scheme (24% contribution by the employer)*
- *Employee Support Service (counselling) for employees and close family members (24/7 support)*
- *Employee Discount and Benefit Scheme*
- *Annual flu vaccination*

The ideal candidate will have;

- Good communication and organisational skills
- The ability to prioritise workload
- A positive 'can-do' attitude with a friendly approach
- Competency in all aspects of IT and keyboard use
- Excellent customer service skills to ensure a quality service is provided to the school

Previous experience of working in a school office is desirable but not essential, we are focussed on recruiting someone with the willingness to learn and the professionalism to work within a busy office environment.

This role is suitable for someone who is already experienced within an administration setting and also someone who may be looking to start an administrative career within the education sector.

*WE ARE ALL  
UNIQUE...*

*At our Trust inclusion means everyone is welcome. Everyone is treated fairly and with respect. We*

# ABOUT OUR TRUST

The set up of Bradgate Education Partnership is a unique one, with 11 schools joining one Trust on 1st September 2016. Since this date we have been fortunate enough to grow the Trust to 16 schools that serve communities within the Leicestershire area.

For prospective candidates, this is not only a very exciting time to join our Trust as we aspire to be Leicestershire's leading multi academy trust but also a uniquely rewarding opportunity to be part of delivering the highest quality of education to our pupils.

Our mission statement is:

*'To create high quality educational opportunities for all children and young people across the partnership by developing a strong collaborative and co-operative model through which we encourage autonomy, share best practice, enhance the professional aspirations of our staff and ensure the safety and well-being of all pupils and staff.'*

Our model is based on a through model of education and we are passionate about fostering wonderful learning experiences for the pupils in our care ensuring that each pupil has the chance to reach their full potential.

We aim to support our colleagues in working within a Trust that supports career development and puts people first, it is important to the Trust that prospective candidates can align to our Trust values.

Find out more at [www.bepschools.org](http://www.bepschools.org)

Visit our Careers Page: [www.eteach.com/careers/](http://www.eteach.com/careers/)

## EASTFIELD PRIMARY SCHOOL

Eastfield Primary School is based in the heart of Thurmaston, committed to serving the community around it. Eastfield is lucky enough to have extensive grounds that accommodate a school farm, forest school, peace garden and a large sports field.

Our mission at Eastfield is that the lives of everyone who leaves will have been enhanced by their experience. We aim to provide a caring, stimulating and safe school where achievements are celebrated and everyone is valued and shown respect. The children behave well and are keen to learn. We have a dedicated staff team, we are a truly happy school where everyone is valued and committed to achieving the very best that we can for our children and families.

We believe in developing the whole child and responding to their wellbeing. The children, families and staff work together to create a genuinely caring and kind school community.

We are proud of:

- Our fantastic children who are kind, respectful, and ready to learn
- Our friendly community with parents who work with us to get the best for our children
- A caring and friendly staff team who work hard and look after each other
- Our supportive Trust and family of schools. BEP exemplifies joint working at its best!



## GET IN TOUCH...

If you are interested in this position we would welcome an opportunity to connect with you:



[office@eastfield.bepschools.org](mailto:office@eastfield.bepschools.org)



0116 2694692



@Eastfield\_Leics



Bradgate Education Partnership

To find out more visit:

[www.eastfield.bepschools.org](http://www.eastfield.bepschools.org)

To see all of our current vacancies visit:

[www.eteach.com/careers/eastfield-leics/](http://www.eteach.com/careers/eastfield-leics/)



## APPLICATIONS



If you would like to discuss this post or arrange a visit to the school to meet the Head Teacher, Tim Gilbert prior to applying please contact:

Email: [office@eastfield.bepschools.org](mailto:office@eastfield.bepschools.org)

Telephone: 0116 2693896

To apply:

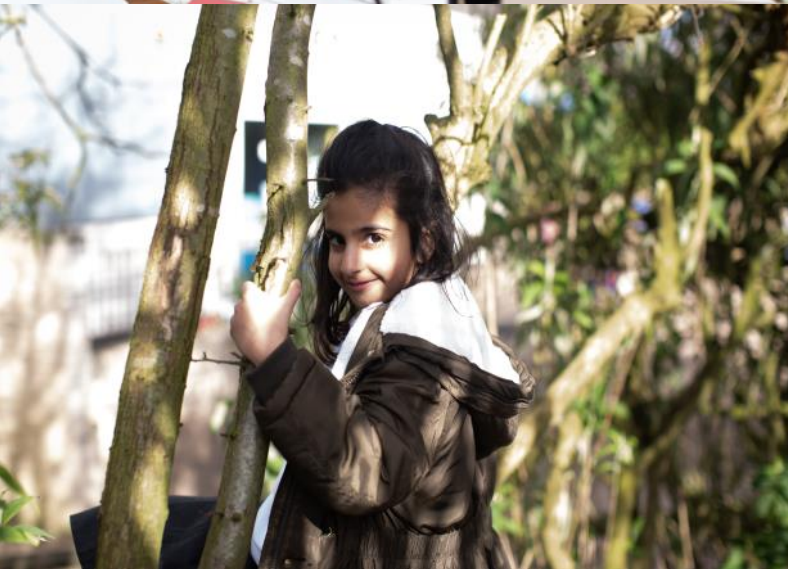
1. visit our careers website:  
[www.eteach.com/careers/bepschools](http://www.eteach.com/careers/bepschools)
2. Apply using the online application form
3. Submit a supporting statement outlining the reasons why you are applying and your suitability for the position

Application Closing Date: 9am, Monday 18th July 2022

Provisional Interview Date: Friday 22nd July 2022

### Safeguarding

Bradgate Education Partnership is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to be-have in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks.





## Bradgate Education Partnership

Trust Offices  
Wreake Valley Academy  
Parkstone Road  
Syston  
Leicestershire  
LE7 1LY

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Telephone: 0116 478 3426



## Eastfield Primary School

Eastfield Road (Off Highway Road)  
Thurmaston  
Leicester  
LE4 8FP

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