



LABURNUM
PRIMARY SCHOOL

WHY WORK FOR LABURNUM PRIMARY SCHOOL

ABOUT US

Laburnum Primary Schools is a warm and welcoming primary school that prides itself on its close-knit, family-friendly environment. We foster a nurturing atmosphere where every child is valued and encouraged to reach their full potential.

With dedicated staff, and a strong focus on community, we create a supportive space for students to thrive both academically and personally.

Our vibrant school culture promotes curiosity, kindness, and lifelong learning, making Laburnum a wonderful place for children to grow and succeed.

SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear applicant,

This is an incredible opportunity to join our wonderful school, and to contribute to ensuring it is truly world-class: for outcomes, as a place of work, and as an example to the school system.

At Laburnum Primary, we challenge all learners to work hard and achieve as individuals across a broad and engaging curriculum, where learning is at the heart of all we do. Our children are nurtured to show respect for themselves, others and the wider community by developing positive relationships built on our school values.

We place great emphasis on modelling and recognising positive values and building strong relationships of mutual trust and respect between staff, pupils, and parents. We support our staff to do their best work with high quality professional development focused on the academic and social needs of our children.

We are seeking the right person to join our team and commit to providing the successful candidate with relevant professional development, a well-resourced school, and a fantastic staff team, who go the extra mile to support each other and our learners.

Furthermore, you will be joining us at an exciting time as we are a part of Advantage Schools - a school trust that stands for the very best in comprehensive education. Advantage Schools employs some of the best people working in education and has been involved in the development of lots of national initiatives and policies.

They have established the Bedford Primary Curriculum Hub, deliver the new National Professional Qualifications and the Early Career Framework, and offer significant bespoke training via the Advantage Schools Knowledge Exchange. The trust also runs a Behaviour Hub and an Attendance Hub. All of this will benefit our teachers, both in terms of professional development and long-term career opportunities.

If you are tempted by this post, please do get in touch, and visit us so you can experience how truly delightful our pupils are to teach. I welcome open and transparent conversations, and am happy to answer any questions you may have.

I very much hope to receive your application and look forward to reading it.

Very best wishes,

Ben Bardell

Head Teacher | Laburnum Primary School



VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT LABURNUM PRIMARY SCHOOL

OUR APPROACH TO EDUCATION

At Laburnum Primary, our mission is to maximise the life chances of the young people in our care and our purpose is to educate our pupils, ensuring they are well prepared for their future. We conduct ourselves with integrity and candour, taking great pride in our school community and holding firm to the belief that everyone can achieve.

We will ensure the children in our school develop a solid foundation of knowledge and skills that they can build on throughout their education. We will place a strong emphasis on securing the fundamentals of literacy and numeracy, and will focus on developing an understanding of science, history, geography, music and the arts, all supported by a strong enrichment offer that is inclusive to all. We believe knowledge is fascinating, beautiful and worthy in its own right, and can be used to foster curiosity and creativity in our pupils. We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment.

We know our pupils are novices in much of their learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our school we will prioritise enacting well, and focus on through professional development.

Our staff will work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching.



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

RECRUITMENT BOOKLET



LABURNUM
PRIMARY SCHOOL

Laburnum Primary School
Laburnum Road, Sandy, SG19 1HQ
Tel: 01767 680 691
Email: office@laburnumprimary.co.uk



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Office Administrator

We have an exciting opportunity for an experienced Office Administrator - Operations to assist with the smooth running of the school's administration services part time.

The successful applicant will need to be skilled in providing high level of administrative support to ensure that everyone receives a great service, along with making sure that all the necessary compliance processes are completed in a timely manner.

Experience of working in a similar role is preferred for this post, however, strong communication, organisation and IT skills and an enthusiastic, proactive approach are equally important in this position.

Key Duties

- To ensure the efficient operation of reception and undertake reception duties; receiving visitors to the school, maintaining accurate records in accordance with Health and Safety / Safeguarding requirements.
- To support the senior leadership and teaching team with the general administration for Laburnum Primary School including liaising with third parties as required.
- To assist with the administration of ICT including but not limited to the Management Information System, printers / copiers..
- To support the Office Manager in respect of managing first aid.
- Work under own initiative to ensure workload is prioritised and efficiently completed
- To undertake such other duties which lie within the post holders competence and contribute to the learning environment within the school, which may be required from time to time.

Job Specifics

Start date: asap

Salary: AS 3-4 £24,327-£24,704 FTE Actual pro rata salary **£7,132-£7,242**

Job role: Permanent, Part time, Term Time + INSET, 39 weeks per year, 12.5 hours per week (Hours: 1.30pm - 4.00pm Monday-Friday)

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

Job Title: Office Administrator

Reports to: Office Manager

Performance Manager: Office Manager

Overall Responsibilities:

- To ensure the efficient operation of reception and undertake reception duties; receiving visitors to the school, maintaining accurate records in accordance with Health and Safety / Safeguarding requirements
- To support the senior leadership and teaching team with the general administration for Laburnum Primary School including liaising with third parties as required
- To assist with the administration of ICT including but not limited to the Management Information System, printers / copiers.
- To support the Office Manager in respect of managing first aid
- Work under own initiative to ensure workload is prioritised and efficiently completed
- To undertake such other duties which lie within the post holders competence and contribute to the learning environment within the school, which may be required from time to time

Team Duties:

1. To assist, as appropriate, with the annual and other periodic audits and reporting requirements
2. To assist with the organisation/administration of events, open days, parents' evenings and marketing
3. To administer first aid and act as a fire warden as required

Main Duties:

4. To assist with the management and organisation of the school reception area to ensure a caring and responsive service to visitors, parents, teachers and students and maintain a welcoming environment
5. To determine the appropriate first response to face to face, email or telephone enquiries from students, parents and visitors and redirect appropriately
6. To be able to take clear and concise messages for staff ensuring urgent messages are delivered
7. To maintain a high level of security to protect Laburnum Primary School's staff, students, and assets
8. To undertake phone calls home as necessary

9. To establish and maintain good relationships with all students, parents/carers, colleagues and other professionals
10. To assist with the internal and external post system by distributing post promptly and efficiently
11. To complete all requested tasks within set deadlines for all staff, ensuring that all documentation and work produced is of an exemplary standard and conforms to Laburnum Primary School's house style
12. To provide administrative and secretarial support to the senior leadership team and teaching staff including but not limited to preparing and circulating letters to parents, undertaking word processing of documentation (letters, reports etc.), the collation for documentation packs as required and making layout presentation decisions
13. To assist in providing a flexible administrative service, providing support and cover for absent colleagues
14. To support the Educational Visits Coordinator (EVC) in administering School Educational visits in line with school procedures, including managing parental consent forms, monitoring parental contributions, payments, and credit control
15. To maintain and update the school's website, the Management Information System as appropriate.
16. To ensure that reprographics consumables are adequately stocked at all times
17. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
18. To undertake any other associated duties as appropriate from time to time assigned by the Office Manager.

Statutory duties:

- **Safeguarding**
To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with school procedures
- **Equality and Diversity:**
To be responsible for promoting equality and diversity in line with school procedures
- **Health and Safety:**
To be responsible for following health and safety requirements in line with school policy and procedures
To act as a fire warden and first aider as required
To be responsible for recording all relevant accidents, injuries and incidents on AssessNet as directed.
- **GDPR – Data Protection**
To be responsible for following GDPR requirements in line with Queen's Park Academy and Advantage Schools policies and procedures
- **Training and development:**
To participate proactively in training and development as directed

PERSON SPECIFICATION

Job Title: Receptionist / Administration Officer - Operations

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> English and Maths at GCSE grade A-C or equivalent 	<ul style="list-style-type: none"> RSA II or above Word Processing, ECDL or ITQ Level 2 or equivalent Safeguarding training
Knowledge/ Experience	<ul style="list-style-type: none"> Experience of reception duties Experience of working effectively with people from diverse backgrounds Evidence of high performance in previous roles/jobs Experience of clerical work Establishing effective relationships with staff, pupils and other stakeholders Evidence of understanding how to promote equality and diversity within the job role Working knowledge of Microsoft Office Experience of operating computerised and manual systems Understanding of confidential and data protection matters Understanding of the demands of the administrative role to ensure effective prioritisation of workload Able to seek relevant information for problem solving and decision making 	<ul style="list-style-type: none"> Experience of working in a school office Knowledge of SIMs packages Experience of databases, spreadsheets, internet, electronic mail Experience of operating a telephone system Experience of working effectively in a customer focused environment

Skills/Abilities	<ul style="list-style-type: none"> • Ability to consistently create a welcoming and supportive environment for students and/or visitors • Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution • Ability to promote the school's reputation and carry out school business appropriately and professionally at all times • Ability to communicate effectively and confidently face-to-face, on the telephone and in writing • Ability to form and maintain good working relationships and must be punctual and reliable • Ability to produce documents that are grammatically correct and spell checked • Ability to proof read and correct documents accurately • Ability to prioritise own workload and juggle a range of tasks and deadlines effectively communicating changing priorities to those involved • Ability to record, track and retrieve documents using files and folders (both paper-based and on the PC) • Ability to work on own initiative • Ability to communicate with students • Excellent interpersonal skills • Drive, energy and vision • Efficient, methodical and organised • Calm under pressure • Reliable with a high degree of confidentiality and integrity 	<ul style="list-style-type: none"> • First Aid training
Special Requirements	<ul style="list-style-type: none"> • Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns • Ability to form and maintain appropriate relationships and 	

	<p>personal boundaries with children, young people and vulnerable adults</p> <ul style="list-style-type: none">• Willingness to continuously update skills and knowledge• Awareness of health and safety requirements relevant to the job• Must be a resilient character with a flexible approach to work	
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