

A young girl with blonde hair, smiling, wearing a blue school uniform. The image is framed by a white border. The text "Candidate Brief" is overlaid in white on a semi-transparent dark rectangle in the upper middle. The text "Admin Assistant" is overlaid in orange on a white rectangle at the bottom.

Candidate Brief

Admin Assistant



Welcome

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 sixteen primary schools, two secondary schools and eight nurseries, all based in Wiltshire. Across our schools, we 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.

If at any stage, you would like to find out more about EQUA Mead Learning Trust, please do feel free to get in touch.

Paul Skipp
CEO, EQUA Mead Learning Trust



Every Child, Every Chance



The Mead Primary School

Headteacher: Mr Mark Stenton

Ofsted rating: Good (November 2019)

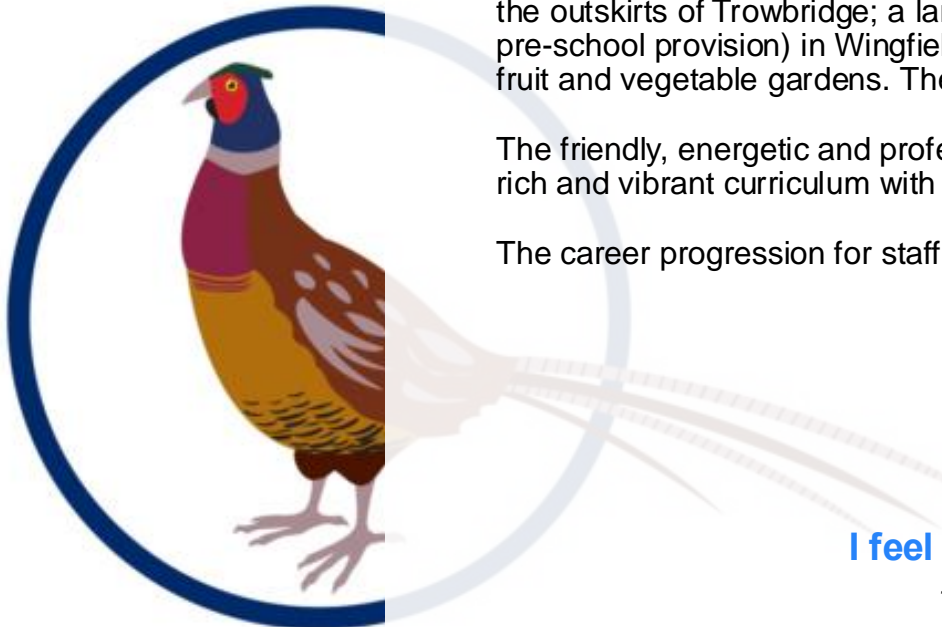
Address: Hackett Place, Hilperton BA14 7GN

Contact: office@themead.wilts.sch.uk | 01225 759273 | www.themead.wilts.sch.uk

The Mead is a happy, vibrant place where children are enabled to dream, strive, achieve and celebrate. It is situated across two sites on the outskirts of Trowbridge; a larger site with 14 classes and a Nursery in Hilperton, and a smaller setting with four classes (including a pre-school provision) in Wingfield village. There are extensive grounds on both sites, which include wildlife areas, trim (agility) trail, pond, fruit and vegetable gardens. These are used extensively to enhance approaches to teaching and learning.

The friendly, energetic and professional staff work together to establish a happy, popular school community. They take pride in offering a rich and vibrant curriculum with specialist teachers in music and PE, as well as early language learning for all years.

The career progression for staff is well-recognised, supporting initial teacher training through to roles at a leadership level.



**“I love working with the great team we have on this site...
I feel part of a valued team member here by staff and children alike.”**

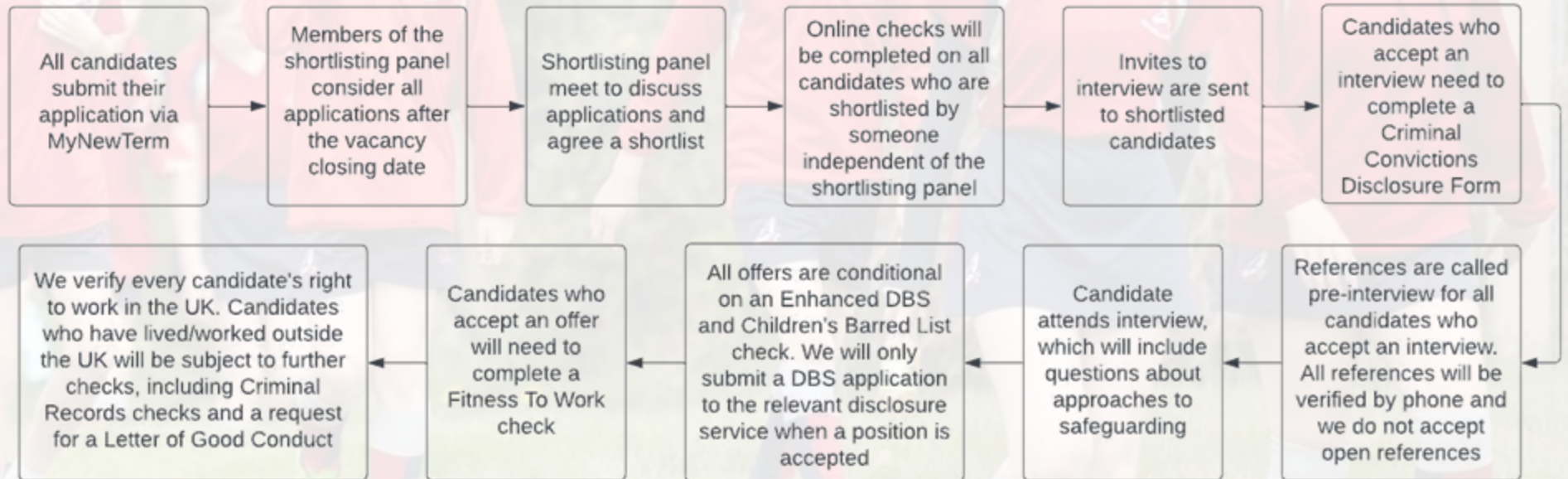
The Mead (Wingfield) staff member, Staff Opinion Survey, February 2023



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](#).



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: The Mead Primary School, Hackett Place, Hilperton BA14 7GN

Salary: Grade D (£23,114 - £23,893 depending on skills and experience, pro rata)

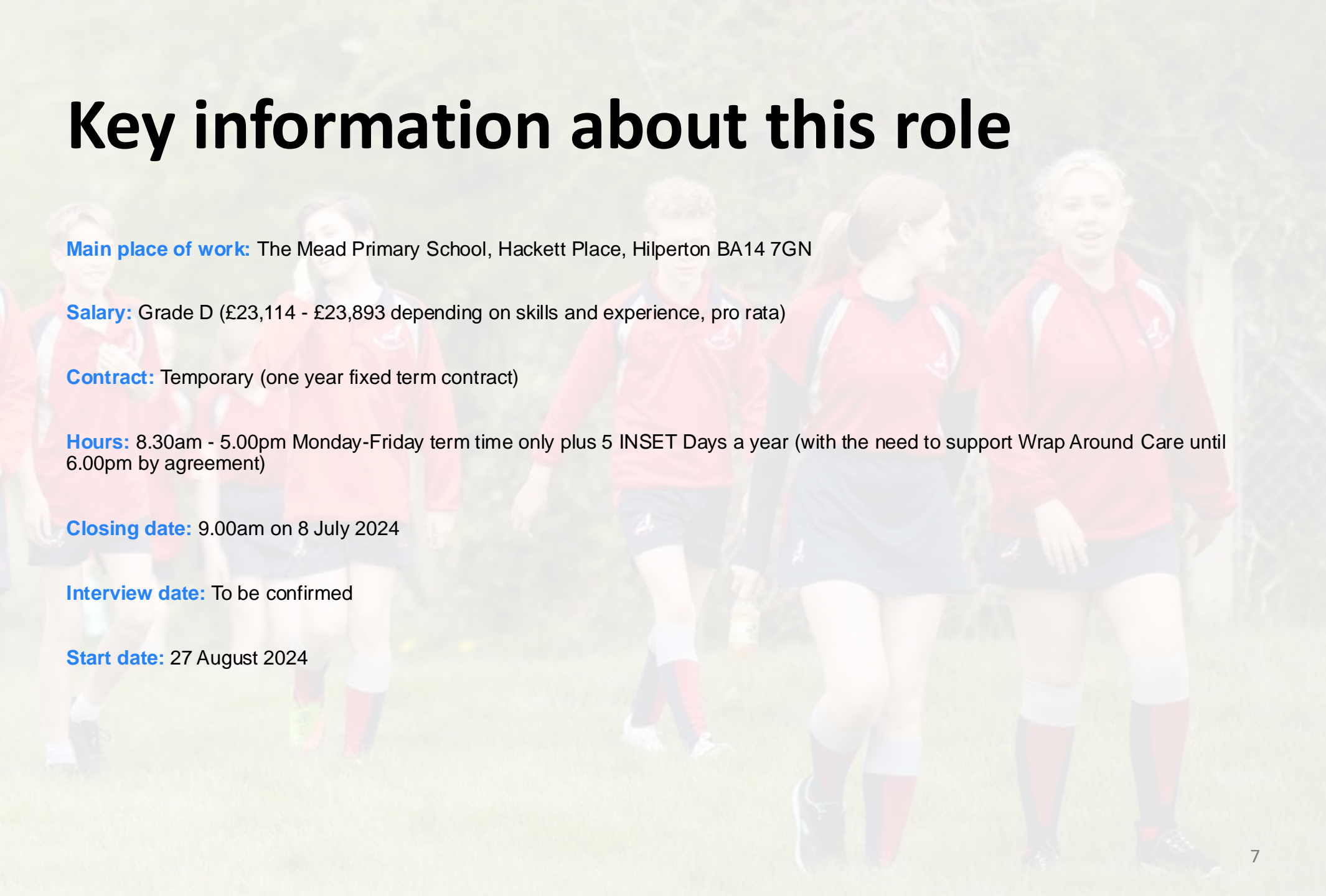
Contract: Temporary (one year fixed term contract)

Hours: 8.30am - 5.00pm Monday-Friday term time only plus 5 INSET Days a year (with the need to support Wrap Around Care until 6.00pm by agreement)

Closing date: 9.00am on 8 July 2024

Interview date: To be confirmed

Start date: 27 August 2024



A young boy with short dark hair, smiling broadly, wearing a grey button-down shirt. He is positioned on the left side of the slide, partially overlapping the text area.

Our new Admin Assistant

We would like to hear from you if you are:

- Committed to the school's vision, purpose and values
- Able to form positive relationships and be part of a friendly, dedicated business services team
- Able to provide clerical support to the Leadership Team
- Committed to valuing and supporting the development of each child
- Flexible, with a strong commitment to teamwork
- Energetic and enthusiastic with a good sense of humour
- Competent in all aspects of Microsoft Office, including SharePoint
- Someone who possesses excellent inter-personal skills as you will be the first point of contact for parents, visitors and the general public

If you would like to find out more we would love to hear from you. Please contact us at kthain@themead.wilts.sch.uk to arrange a visit.



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**