



**Orion
Education**

Admin Assistant/Receptionist



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

Recruitment Pack

 **Orion
Eden Park**

Welcome from the CEO

Thank you for showing an interest in our pupils, our schools, and our Trust. This is an exciting time to join Orion Education. We are a very different organisation in 2024 than we were four years ago.



Simon Garrill
Chief Executive Officer

Thank you for taking the time to look, and for showing an interest in one of the roles in our schools. In a long career in education, starting out as an English teacher, I have loved the fact that I get to work with some fantastic young people and a group of like minded professionals who have a real passion for their work and share the same values. There aren't many professions where that is the case.

We are driven by our desire to do the best for our young people. Our reason to exist is to improve outcomes, transform lives and enable social mobility. Our values of trust kindness and endeavour underpin our work, and we succeed through ensuring a healthy culture and academic rigour. This emphasis on leadership involves nurturing a robust pipeline of leaders deeply committed to our values and mission. Collaborative partnerships are integral to our goals, as we seek to forge strong partnerships to amplify our impact.

At Orion Education, we take pride in the work that we do to develop our teachers and our leaders. Our approach to instructional coaching and leadership development has been recognised nationally. We are at the forefront of a coaching model that supports you in making the most of your career. Our expectations of ourselves and each other are high. In return we offer you unrivalled professional development, so that you can fulfil your own ambitions. Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

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Our Four Critical Questions

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**Why do
we exist?**

To improve outcomes, transform lives and enable social mobility.

**What do
we do?**

Trust • Kindness • Endeavour

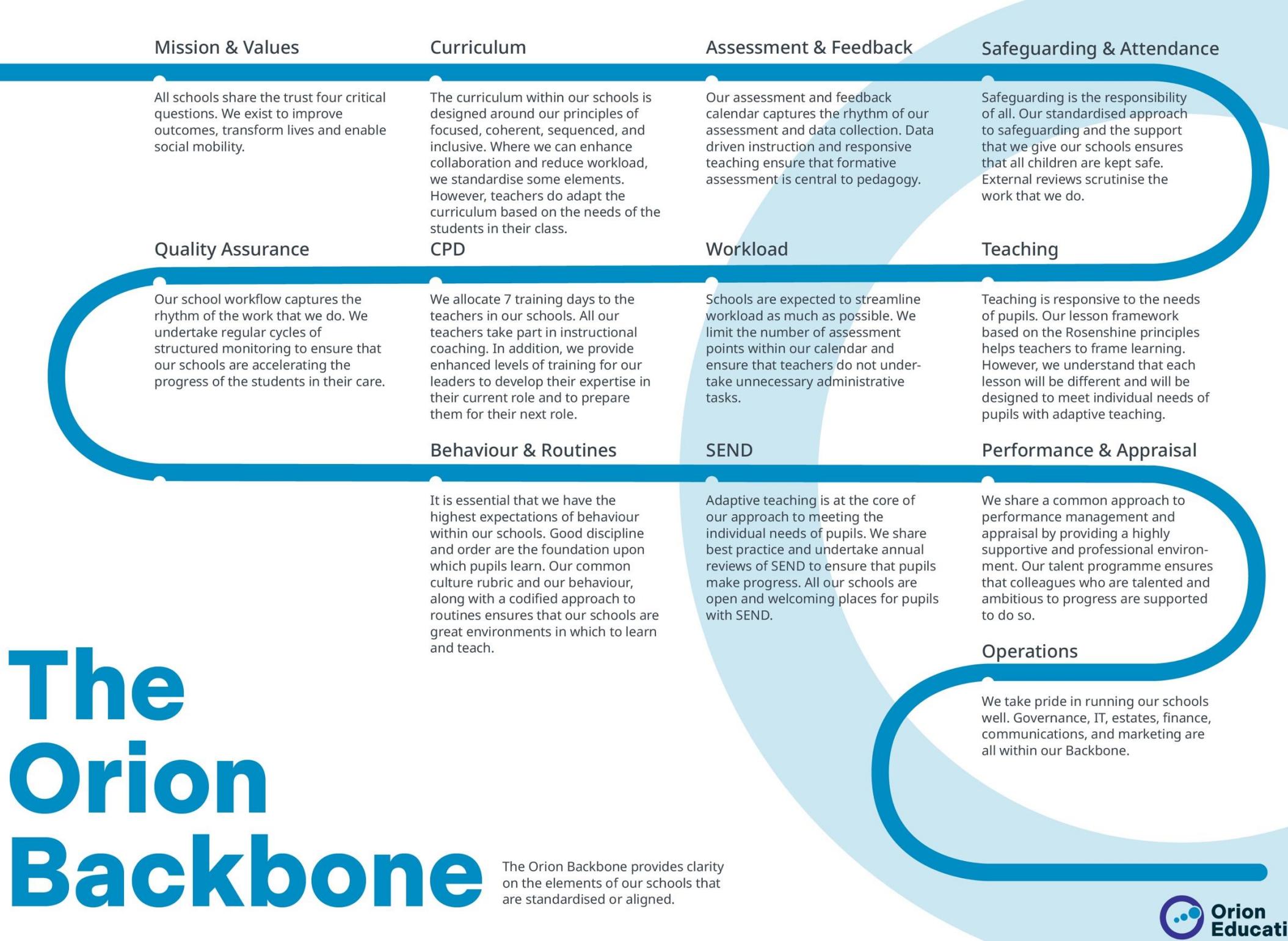
Through a clear backbone, strong culture, academic rigour and smart systems.

**How do we
behave?**

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

**How do we
succeed?**

The Orion Backbone



Our Schools

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

Secondary Schools



**Orion
Eden Park**

11 - 18



**Orion
Coopers**

11 - 18



**Orion
Spires**

11 - 16



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Ravensworth**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Scotts Park**

4 - 11



**Orion
Education**

Candidate Charter

Orion Education wants every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

Our Commitment to You

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting your privacy** we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing** talent we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

We Will

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

In Return We Ask that You

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you

Your Wellbeing at Orion Education

We know that, to achieve our vision, it is our people who will make the big difference. That is why we are continuously reviewing our wellbeing offering through the implementation of our wellbeing strategy.

Wellbeing Strategy

Our strategy aims to represent a commitment to an integrated approach to staff wellbeing that creates:

- a sense of belonging
- an environment and culture based on our vision, mission and values
- an environment where staff wellbeing is integrated into day-to-day practices
- an environment that recognises skills and encourages personal development
- encouragement and support for employees to develop and maintain a healthy lifestyle
- support for people with manageable health problems or disabilities to maintain access to or regain work
- improved staff satisfaction, recruitment and retention.

Our Commitment

- development of the Orion Education wellbeing charter
- protected time for PPA
- needs based flexible approach
- improving working lives through employment policies such as flexible working, absence management, menopause, mental health and dignity at work
- creating a safe place to work through health and safety strategy and initiatives
- ensuring that all line managers support staff through regular line management meetings
- decreasing the interval between treatment and return to work through occupational health referral and advice
- career development through continual professional development (CPD)
- personal support through the Employee Assistance Programme counselling service
- adherence to the rarely cover policy
- reducing workload through sharing best practice and agreeing smarter ways to work in line with the backbone.

Why work for us

Competitive salaries

We offer competitive salaries for both teaching and non-teaching staff based on the type and level of role you do with automatic pay progression for main scale teachers. Pay ranges are reviewed annually with our recognised unions.

Pension Scheme

All contracted members of staff will be automatically enrolled into a career-average pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or National Insurance on your contributions and Orion Education adds a generous employer contribution, which varies depending on your salary.

Professional Development

Key to our ongoing success our development programmes are second to none.

Our commitment to instructional coaching ensures a consistent approach to teacher development across our schools.

Our Trust conference, online CPD modules and in-school service training supports you to achieve your goals whatever they might be.

Additionally, our programme of Trust Twilights provides our teachers with opportunities for deliberate practice and curriculum development planning.

Our early career teachers benefit from weekly mentoring and coaching, alongside a thorough training programme and additional Trust-wide events.

We also have opportunities for practitioner research and access to an NPQ programme through National Institute of Teaching.

Benefits

For a full list of our benefits, please visit our website [Orion Education - Staff Benefits](#)

Welcome from the Executive Principal

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Thank you for your interest in joining Orion Eden Park. We are delighted that you are considering becoming part of our exceptional community of educators and support staff.



Mark Ridley
Executive Principal

At Orion Eden Park, we are proud to be part of the Orion Education Trust, a family of eight schools united by a shared commitment to excellence in education. Our recent Ofsted inspection confirmed the strength of our school, recognising the outstanding work of our staff and the positive, aspirational culture we foster.

Our school is driven by the core values of Trust, Kindness and Endeavour. These values are not just words on a page – they shape our everyday actions, our decision-making, and our relationships. We hold high expectations for both our students and ourselves. Our ambition extends to everyone in our community – we are driven to achieve the highest standards and the best possible outcomes for both our pupils and our staff.

What truly sets Orion Eden Park apart is our people. We put our staff first, recognising that the wellbeing, development, and motivation of our team are central to the success of our students. We are a hard-working, supportive team, where colleagues go the extra mile for one another, sharing knowledge, encouragement and ideas. It's a place where your efforts are noticed, valued, and celebrated.

We offer first-class professional development and leadership opportunities at every stage of your career. Whether you're newly qualified or highly experienced, you'll find a culture here that nurtures growth and rewards initiative. We are committed to helping every member of staff fulfil their potential and make a real impact.

We hope you find everything you need in this pack to help you decide if this could be the right next step for you. If our values resonate with you, and you want to be part of a thriving school that puts staff and students at the heart of all it does, then we would love to hear from you.

About our School

Orion Eden Park is an eight-form entry comprehensive secondary school based in Beckenham. It is part of the Orion Education suite of schools and its unique local focus on providing high quality education for disadvantaged students sets us apart in a borough dominated by selective schools.

We are well resourced, have a committed and enthusiastic staff body; we draw on great local teaching experience as well as the expertise available from working as part of a trust.

We continue to develop strong systems and a culture and ethos across all aspects of school life based upon the highest of expectations for our students. We recognise that learning is a lifelong process and focus heavily on the opportunities that a great education can provide for our students.

Our curriculum matches the needs of our students and is thoughtfully delivered by a dynamic staff body. We shine a spotlight on the development of the person as well as the grades that they attain and aim to make our students the most interesting and conversant in any room!

Our modern building allows us to provide a wide variety of spaces in which to learn and develop, and a full extracurricular offer means that all our students have the opportunity and range of spaces in which to learn and develop broader life-skills that will prepare them for life after education.

[Our website](#) will give you a broader picture of our school including key information and a sense of what our community stands for.

About The Role

Admin Assistant/Receptionist

Based at Orion Eden Park

Orion Education is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

About the role

We are seeking a friendly, organised, and proactive individual to join our school community as an Admin Assistant/ Receptionist. This vital front-facing role is at the heart of our daily operations, providing a warm welcome to students, staff, parents, and visitors while ensuring the smooth running of administrative tasks.

The successful candidate will be responsible for managing the reception area, handling phone and email enquiries, maintaining records, and supporting the wider administrative team. Excellent communication skills, attention to detail, and a calm, professional manner are essential





Job Description

Job Title:	Admin Assistant/ Receptionist
Closing Date:	12 February 2026 (midday)
Salary:	NJC Scale 1, points 2-3 (actual: £24,680.32 – 25,026.65)
Contract Type:	Permanent
Working Hours:	36 hours, 40 weeks
Location:	Orion Eden Park
Reporting To:	Office Manager

Job Purpose

- To live the vision and values and be an ambassador for the school
- To support with the administrative and communication processes within the school
- To work under the guidance of senior staff
- Key Accountabilities

General administration

- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are dealt with or forwarded to the relevant staff member as necessary and all communication is recorded on Arbor
- Be a gatekeeper for enquiries by phone
- Provide administrative support to staff as needed
- Carry out filing, when needed. Support with maintaining the archive space
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support with the organisation and running of school events
- Support with displays around the building, ensuring they are professional and in line with school and Trust branding
- Support staff onsite and parents with accessing and issues involving the parent payment systems (Arbor Pay/ Cunninghams)
- Support with the administrative element of the Evolve trips system, supporting staff as required
- Support with the FSM process, supporting parents with applications and supporting with the allocation of the half term vouchers
- Support with cover in First aid as required

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Support with the distribution of both online and offline communications (e.g. letters, newsletters, weekly bulletins etc.) to parents, staff and other stakeholders as directed by OM or Head's PA
- Support with the marketing and promoting of the school
- Support with social media, and act as ambassadors across all relevant platforms

- Support with the school website, ensuring it remains up to date and compliant
- Act as Brand ambassadors for the school, ensuring that we are projecting both the school and Trust brand in anything that is shared and published

Reception

- Cover main reception area when required
- Provide outstanding front-line customer service to a parent's staff and visitors who attend Orion Eden Park
- Providing a first point of contact for all incoming communication to ensure that they are dealt with in a timely and professional manner, presenting a positive image of the school that upholds the school's values and ethos
- Interact with all parents, carers, colleagues and visitors to the school, at all levels, with confidence, tact and professionalism
- Ensure safeguarding procedures are followed for all visitors, including obtaining and recording documents and appropriately handling incoming calls and enquiries
- Ensure that all communications are correctly logged and routed to their intended recipient, or an appropriate member of school staff, to ensure a quick and effective communication system.
- Ensure that enquiries are dealt with efficiently, taking the initiative to identify and handle issues that arrive on behalf of the leadership team and others.

Student Reception

- Monitor the pastoral/ behaviour email inbox, ensuring the school meets its expected response times and emails are dealt with or forwarded to the relevant staff member as necessary.
- Be the gatekeeper for all parental enquiries by phone
- Provide administrative support to pastoral staff as needed i.e. Attendance and admissions.
- Act as the first point of contact for all students to the school
- Control student access to the school site in line with the school's safeguarding procedures
- Support with the daily logging of students arriving late to school
- Support with the attendance administration as required
- Monitor the oncall email and relay the emails via radio to staff oncall

Reprographics

- Carry out printing, photocopying, collating, stapling and binding when needed.
- Support with maintaining the operation of the printer and photocopier to ensure it is ready to use at all times, resolving any issues as necessary and liaising with engineers when needed
- Monitor the reprographics email account and respond as necessary actioning any requests
- Delivering work to faculties as required
- Dealing with and disposing of confidential waste
- Liaising with the OM regarding stock levels
- Charging printing to the relevant departments using printing codes

As part of ORION EDUCATION you are responsible for:

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set

In conjunction with the line manager each autumn term:

- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend academy events such as Open Evening
- To promote actively the academy's corporate policies
- To adhere to the Trust's Dress Code
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Trust policies and procedures, particularly those relating to conduct, child protection (as above), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Skills, Capabilities and Experience

- 3 years' experience of working in a school or similar educational establishment
- Experience in a similar role
- Experience of working with young people
- Able to prioritise and manage own time effectively
- Excellent ICT skills, particularly Microsoft Office packages
- Able to work under pressure and to deadlines
- Take responsibility for own professional development
- Knowledge of MIS systems (Arbor)
- Full working knowledge of relevant policies/codes of practice
- Well-developed interpersonal skills to be able to relate well to a wide range of people
- Work constructively as part of a team whilst being able to demonstrate initiative
- Good communication skills
- Have commitment to own personal and professional development
- Commitment to equality and diversity
- Strong organisational skills and attention to detail
- Strong moral purpose and drive for improvement
- Values driven
- Mission-aligned
- Humble and kind
- Motivated, enthusiastic and flexible
- Excellent interpersonal skills
- Good sense of humour
- Desire to develop yourself
- Ability to receive and act on feedback
- Attention to detail
- Ability to work under pressure
- Commitment to safeguarding
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students
- Commitment to the full life of the academy

Orion Education is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Orion Education is fully committed to equality and to valuing diversity as an employer and a provider of education.

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