



**Improving
Outcomes
Transforming Lives
Enabling Social Mobility**

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 2026 than we were six 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.

Simon Garrill

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

Trust • Kindness • Endeavour

How do we behave?

What do we do?

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.

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

How do we succeed?

Mission & Values

All schools share the trust four critical questions. We exist to improve outcomes, transform lives and enable social mobility

Curriculum

The curriculum within our schools is designed around our principles of focused, coherent, sequenced, and inclusive. Where we can enhance collaboration and reduce workload, we standardise some elements. However, teachers do adapt the curriculum based on the needs of the student in their class

Assessment & Feedback

Our assessment and feedback calendar captures the rhythm of our assessment and data collection. Data driven instruction and responsive teaching ensure that formative assessment is central to pedagogy

Safeguarding & Attendance

Safeguarding is the responsibility of all. Our standardised approach to safeguarding and the support that we give our schools ensures that all children are kept safe. External reviews scrutinise the work that we do.

Quality Assurance

Our school workflow captures the rhythm of the work that we do. We undertake regular cycles of structured monitoring to ensure that our schools are accelerating the progress of the student in their care.

CPD

We allocate 7 training days to the teachers in our schools. All our teachers take part in instructional coaching. In addition, we provide enhanced levels of training for our leaders to develop their expertise in their current role and to prepare them for their next role.

Workload

Schools are expected to streamline workload as much as possible. We limit the number of assessment points within our calendar and ensure that teachers do not undertake unnecessary administrative tasks

Teaching

Teaching is responsive to the needs of pupils. Our lesson framework based on the Rosenshine principles helps teachers to frame learning. However, we understand that each lesson will be different and will be designed to meet individual needs of pupils with adaptive teaching

Behaviour & Routines

It is essential that we have the highest expectations of behaviour within our schools. Good discipline and order are the foundation upon which pupils learn. Our common culture rubric and our behaviour, along with a codified approach to routines ensures that our schools are great environments in which to learn and teach

SEND

Adaptive teaching is at the core of our approach to meeting the individual needs of pupils. We share best practice and undertake annual reviews of SEND to ensure that pupils make progress. All our schools are open and welcoming places for pupils with SEND

Performance & Appraisal

We share a common approach to performance management and appraisal by providing a highly supportive and professional environment. Our talent programme ensures that colleagues who are talented and ambitious to progress are supported to do so

Operations

We take pride in running our schools well. Governance, IT, estates, finance, communications, and marketing are all within our Backbone

The Orion Backbone

The Orion Backbone provides clarity on the elements of our schools that are standardised or aligned.

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
Spires**

11 - 16



**Orion
Coopers**

11 - 18



The
Ravensbourne
School

11 - 18

Primary Schools



**Orion
Blenheim**

4 - 11



**Orion
Mead Road**

4 - 7



**Orion
Ravensworth**

4 - 11



**Orion
Scotts Park**

4 - 11

Candidate Charter

ORION EDUCATION want 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

Welcome from the Principal

Welcome to Orion Mead Road, a wonderful school for our youngest of minds. Together we build strong foundations and ignite a love of learning. We are committed to ensuring our whole school community behaves with Kindness, Endeavour and Trust.



Ms R De-Graft Incoom
Executive Principal



Mrs Ali Stanley
Head of School

Our inclusive curriculum ensures all children make accelerated progress and leave us at the end of Year 2 as knowledgeable, thoughtful, confident and unique individuals, ready for their next educational challenge. We look forward to warmly welcoming you to Orion Mead Road.

About our School



Elm Class - Reception



Willow - Year 1



Oak - Year 2



A personalised experience for every child, where individual talents and abilities are nurtured and enhanced by our specialist, experienced staff.



Our core creative curriculum empowers pupils to be inquisitive, creative and passionate about learning and the world around them.



We provide enrichment opportunities to help raise aspirations, develop passions and create memorable experiences.



Our spacious, beautiful grounds allow us to embed quality outdoor learning opportunities into our curriculum.



A safe and happy learning environment, which recognises and actively promotes children's emotional wellbeing, happiness and social development.



A thriving school at the heart of the community, working in close partnership with our parents and local schools to ensure the success of our children and support their continued learning journey through our unique transition programme.

About The Role

Admin Assistant

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

The purpose of this post is to lead on administrative duties within a small, yet supportive infant school and to create an environment in order to promote and develop the highest achievement of both students and staff. You will need to have excellent communication and IT skills and should be able to show initiative and work accurately and efficiently under pressure and as part of a team.





Job Description

Job Title	Admin Assistant
Closing Date	12 April 2026 at Midday
Salary	NJC 1 point 3: £24,477.82
Contract Type	Permanent
Working Hours	Full Time 36 hours per week, 39 weeks a year (term time)
Location	Orion Mead Road Infant School, Chislehurst, BR7 6AD
Reporting To	Business Manager

Job Purpose

- To cover Reception, greeting visitors and receiving telephone calls as required. Providing a warm welcome for parents, visitors and colleagues, and dealing with their requests in an efficient and professional manner.
- To supply administrative support using Word, Excel, Arbor (MIS System) and various other IT packages.
- Manage main communication with parents including admin email, telephone calls, letters and face to face communication.
- Ensure the effective use of resources.
- To follow school procedure in preparation for trips and visits, sending school communication to parents/guardians in line with the School Trip and Visit Protocols.
- Updating the website as required.
- To support with the planning of Immunisations and updating care plans.
- To support with school electronic payment system, enquiries and queries and some general financial administration duties.
- Manage deliveries and post.
- Inform and assist prospective parents of the admissions procedure. Ensure the administration of new entrants into reception class and in year casual admissions are smooth and effective.
- To manage the day to day administration of school attendance and punctuality and to use systems to improve on baseline figures as set by the school.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school as directed by the Business Manager.
- Support the School's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, and Safeguarding/Child Protection.
- Ensure all Trust safeguarding requirements are met in relation to HR.
- Promote the values and ethos of the Trust and Trust schools.
- Identify personal training needs with the line manager and work actively to develop professional expertise by participating in on-going professional development.
- Ensure that personal knowledge base is in keeping with the school's needs at all times.
- Undertake all duties with due regard for Health and Safety regulations.
- Comply with all school policies and the School Code of Conduct.

NOTE:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Personal Specification

Skills, Capabilities and Experience

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE (or equivalent) particularly in English and maths; • Excellent communication skills, both verbal and written. 	<ul style="list-style-type: none"> • An administrative/business or secretarial qualification.
Experience	<ul style="list-style-type: none"> • Worked in an office environment with a strong customer service ethos. • Worked successfully and co-operatively as a member of a team. • Experience of using systems for data and reporting. 	<ul style="list-style-type: none"> • Experience of a school office environment.
Professional Values	<ul style="list-style-type: none"> • Establish and maintain good professional relationships with pupils, parents and colleagues; • Adopt a flexible approach to working and be supportive of colleagues, sharing workloads where appropriate. • Demonstrate a team-centred approach to work; • Promote the school's vision and aims positively. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. <p>Be competent in the use of office-based ICT Programs (Outlook, Word</p>	

	and Excel).	
Skills	<ul style="list-style-type: none"> • High standards of accuracy and attention to detail. • Establish and develop appropriate relationships with all stakeholders; • Communicate effectively, both verbally and in writing, with a variety of audiences; • Prioritise workloads in an environment with conflicting demands; • Have excellent time management and organisational skills; • Be able to work under pressure and meet deadlines; • Take initiative; • Work independently. 	Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office and take responsibility for implementing them.
Personal Skills	<ul style="list-style-type: none"> • Be calm and patient; • Be approachable and empathetic; • Be organised and resourceful; • Be able to multi-task; • Be discreet, tactful and understand the need for confidentiality; • Be committed to the best possible outcomes for pupils, the team and the school; • Smart appearance. 	

Orion Education is committed to understanding 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 appropriate, 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.

Orion Education

020 8290 8505
info@orionedu.org.uk



**Orion
Eden Park**



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Spires**



**Orion
Coopers**



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Ravensbourne
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