



RECRUITMENT PACK ADMIN ASSISTANT

April 2026





WELCOME MESSAGE

Dear Applicant,

On behalf of the Governing Body of Orchard Park Community Primary School, thank you for your interest in applying for the post of Administrative Assistant. We are seeking an enthusiastic, organised and personable individual to join our dedicated staff team and play a vital role in the smooth day-to-day running of our busy and friendly primary school.

This is an exciting time for Orchard Park Community Primary School. With a new Headteacher appointed in September 2024, a refreshed senior leadership team and several new staff members, the school is entering an important new phase of growth and development. We are looking for an Administrative Assistant who is flexible, committed and motivated, and who is keen to contribute positively to this journey.

The successful candidate will be a key part of our school office team and will often be the first point of contact for pupils, parents, visitors and external agencies. The role requires excellent communication and organisational skills, the ability to work calmly and efficiently in a fast-paced environment, and a strong commitment to confidentiality and professionalism.

Currently, Orchard Park Community Primary School has 199 children on roll, including our Nursery. Our staff team comprises one Headteacher, two Deputy Headteachers (job share), a non-classroom based Inclusion and Wellbeing Lead, a part-time non-class based SENDCo, six class teachers, eleven teaching assistants and a nursery nurse. The administrative team plays a central role in supporting all staff and ensuring that school systems operate effectively to support teaching and learning.

Orchard Park is a wonderfully diverse learning environment. Our pupils speak 22 different languages and nearly 50% speak English as an additional language. Pupil Premium numbers are also higher than national averages. We know that our diversity is our strength. We are situated within a new and cohesive community and act as a community hub for many families. We pride ourselves on our strong commitment to supporting our families and will always go the extra mile to ensure every child and family feels welcomed, valued and supported.

We are proud of our positive and nurturing ethos, which fosters strong relationships between all members of the school community. We are a school where:

- children, staff and visitors feel happy, safe and welcome
- wellbeing is central to everything we do
- pupils are enthusiastic and keen to learn
- staff are committed, supportive and determined to make a difference
- high standards are expected and upheld across all roles
- parents and the wider community are valued partners
- teamwork and mutual respect underpin daily practice
- everyone works together to ensure our provision continues to improve

Our mission statement is central to all that we do. It states that:

Orchard Park is a place where children are empowered to reach their full potential, with the highest possible aspirations and a passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.

Our most recent OFSTED inspection in March 2022 confirmed that Orchard Park is a 'good' school. The inspection also highlighted the positive culture within the school, with 100% of staff reporting that they are proud to work here and 99% of parents stating that they would recommend the school to others.



At Orchard Park, we are committed to supporting and developing all members of staff. We promote a culture of collaboration, coaching and open communication, ensuring that staff feel supported, valued and encouraged to develop their skills. This makes Orchard Park an excellent environment for individuals looking to grow professionally within a supportive and inclusive setting.

You will need commitment, flexibility, enthusiasm and the appropriate skills and experience to help us continue on our journey towards excellence. In return, we offer a rewarding and professional challenge within a happy, supportive and forward-thinking school that is still early in its history.

This booklet provides further details about our school and the appointment process. In your letter of application, please clearly demonstrate how you meet the person specification and how your skills and experience would support the effective administration and daily operation of the school.

If you would like any further information about the post or would like to arrange a visit to the school, please do not hesitate to contact us on 01223 438200 or by email at office@orchardpark.cambs.sch.uk.

We look forward to receiving your application.

Mr Robert Fisher
Headteacher



WHAT STAFF SAY ABOUT OUR SCHOOL

“Orchard Park is very much a Community School with a nurturing environment for everyone. It's a school that truly cares and often goes above and beyond teaching and learning.”

“The staff are a team and live and breathe the same ethos and vision - this is evident in their determination to support the children who attend OP. Staff ensure that the curriculum that we offer is inspirational and where possible based on real, engaging experiences.”

“Everyone really cares for the well-being of the children but also for each other as a team. The school has worked hard to build a strong, positive relationship with the local community.”

“Working at Orchard Park has provided me with many fantastic opportunities. I was lucky enough to complete my initial teacher training and gain my QTS here. The support and guidance I have been given has allowed me to challenge myself and thrive in the teaching environment.”

“Orchard Park has completely transformed the way I teach. I have had excellent opportunities to develop as a teacher through supportive CPD and challenge. The children are keen to learn and a pleasure to teach.”



WHAT THE CHILDREN SAY ABOUT **OUR SCHOOL**

“At Orchard Park, we work as a team and we are always there for each other.”

“The teachers at Orchard Park are helpful, kind, caring, knowledgeable and help us to be the best we can be.”

“I’d love to be a teacher when I am older because I love the teachers at Orchard Park.”

WHAT THE PARENTS SAY ABOUT **OUR SCHOOL**

“All the staff at Orchard Park Community Primary School are brilliant. We have loved being a part of the Orchard Park community and we will miss you come September. Stay incredible all of you. The BEST school ever !”

“Learning is brilliant, the teachers are amazing and positive.”

“This school encourages children to be the best version of themselves.”



ABOUT OUR SCHOOL

Our school at the heart of the community!

Our school occupies a modern, airy and well- equipped building, on a spacious site, with ample play space, at the north west edge of Cambridge. We try to ensure the school provides a friendly and nurturing environment for our local children.

We are embedded in the heart of a rich and diverse community, and we value and respect that diversity, which is reflected in our pupil population. By understanding our families and their customs and cultures, we believe we can help our pupils grow into confident and caring citizens, able to play an active part in the increasingly complex world beyond school.

OUR MISSION

At Orchard Park, we are driven by our mission statement, which permeates all that we do.

Our school is a place where children are empowered to reach their potential, with the highest possible aspirations and passion for learning. With values and respect, our children are confident to move from our nurturing environment to explore and succeed in the wider world.



The school opened in 2007 with 12 children and a pupil admission number of 15, the school steadily grew as the houses were built in the area. In 2013, the final building extension was completed, and we moved to a one form entry school, with a PAN of 30 . Our current role number is 166, with space to grow to a maximum of 210. We have a nursery class serving children aged 3 and 4. These children attend for either 15 or 30 hours through a range of attendance packages. In September 2023, we restructured the school due to a low census return in October 2022. We currently have 6 classes, with children from reception to year 5 placed in mixed age groups. Since August 2023, we have seen a return of international pupils, meaning that many of our classes are nearly full. As a result, our most recent census captured a number that is equal to previous years. This will mean a funding boost in April 2024.



HOW TO APPLY



JOB TITLE: SCHOOL ADMIN ASSISTANT

Salary Range: Grade 3, Point 5 (£13.26 ph)

Contract: Part Time 38 week Contract (Term Time Only)

Hours of Work: Monday, Tuesday, Thursday, Friday
28 hours per week
8:30am - 3:30pm

Start Date: Monday 11th May 2026

Closing Date for Applications: Friday 1st May

Interview Date: wc. 4th May

If you have not heard from us by Friday 8th May, please note that on this occasion your application was unsuccessful.

School Details:

To arrange a visit to the school please contact:
office@orchardpark.cambs.sch.uk or
Tel: 01223 438200

For further information please contact:
Headteacher: Mr Robert Fisher
Tel: 01223 438200

To apply:

Please complete an application form via My NewTerm.



PERSON SPECIFICATION

	Essential	Desirable	How identified
QUALIFICATIONS	<ul style="list-style-type: none"> GCSEs (or equivalent) in English and Maths (Grade C/4 or above) Good IT skills (e.g. Microsoft Office: Word, Excel, Outlook) Previous administrative or office-based experience 	<ul style="list-style-type: none"> Level 2 or 3 qualification in Business Administration (or similar) Safeguarding/child protection training First Aid certificate Experience or training in school systems (e.g. Arbor) 	Application form
EXPERIENCE	<ul style="list-style-type: none"> Experience working collaboratively with colleagues and external partners Confident using Microsoft Office (Word, Excel, Outlook) to manage and share information Experience using Microsoft Teams for communication, meetings, and file sharing Ability to create, organise, and share documents effectively across platforms 	<ul style="list-style-type: none"> At least 2 years' office experience in a busy working environment, ideally within a school setting Experience working in a school or fast-paced environment Experience of using Arbor (school management system) Experience of maintaining and updating a website 	Application form Interview References
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> Strong commitment to safeguarding and Child Protection Procedures Able to create and publish documents Problem-solving skills with ability to find IT solutions Effective communication skills with pupils, staff, parents, and visitors. Including written & verbal. Clear understanding of confidentiality and data protection (GDPR) Basic health and safety 	<ul style="list-style-type: none"> Proficient in a range of software and IT systems Knowledge of school management systems such as Arbor Understanding of admissions processes and school policies Familiarity with website or social media updates for school communication 	Application form Interview References



PERSON SPECIFICATION

	Essential	Desirable	How identified
SKILLS	<ul style="list-style-type: none"> • Ability to build and maintain positive relationships with parents, staff, and the wider community • Strong organisational and time management skills with the ability to prioritise workload • Ability to work under pressure and meet deadlines • Produces accurate and high-quality work • Good communication skills and a professional manner • Uses initiative and can work independently • Commitment to maintaining a safe and healthy environment 	<ul style="list-style-type: none"> • Experience working with governors and external stakeholders (e.g. parish or local community) • Experience contributing to a positive workplace culture 	<p>Application form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES AND CHARACTERISTICS	<ul style="list-style-type: none"> • Able to communicate clearly and confidently with members of the public, providing accurate information in spoken English • Commitment to supporting and promoting the school's ethos, vision, and aims • Able to build and maintain effective relationships with pupils, parents, and staff • Punctual with strong timekeeping skills • Maintains confidentiality at all times • Approachable, empathetic, and professional in manner • Well-organised, resourceful, and committed to high standards • Strong interpersonal and organisational skills with a commitment to teamwork • Calm, positive, and resilient under pressure, with the ability to adapt to changing situations • Flexible and able to respond to the needs of a busy school environment 	<ul style="list-style-type: none"> • Willing to support school events (e.g. parents' evenings, performances) • Understanding of the wider school environment and ability to respond to challenges • Proactive in problem-solving and anticipating issues • Positive, approachable attitude with a sense of humour 	<p>Interview</p> <p>References</p>



JOB DESCRIPTION



About the Role

As Administration Assistant, you will play a key role in the smooth day-to-day running of Orchard Park Community Primary School. Working under the direction of the School Business Manager, you will provide a high-quality, welcoming and efficient administrative service that supports pupils, staff, parents, and the wider school community.

This is a varied and rewarding role at the heart of a busy school, where no two days are the same.

Reception & Front of House

- Provide a warm meet-and-greet service each morning, acting as a key point of contact for visitors, parents, and pupils
- Manage school email accounts, ensuring timely and professional responses to enquiries
- Ensure all visitors are DBS compliant and follow safeguarding sign-in procedures
- Support the smooth daily running of school communications and office systems

Administration & Clerical Support

- Provide general administrative support including filing, photocopying, and document preparation
- Act as the assessment officer for school attendance via Arbor, record keeping, reports, communication with CCC attendance officer, parent letters and regular meetings with SLT.
- Maintain staff and visitor ID systems
- Monitor, order, and manage school resources
- Support the school admissions for prospective pupils and new families
- Manage pupil exit processes, including use of the CCC portal where required
- Maintain contextual data and ensure pupil information is accurate and up to date

Communication & School Information

- Produce and distribute school letters, newsletters and general parent communications
- Produce and update welcome packs for new nursery and reception families
- Manage school-wide communications using Arbor and other systems
- Oversee lunch permissions and dietary/allergy information to ensure pupil safety
- Support the creation and distribution of school publicity materials
- Maintain and update communication boards, including entrance displays
- Maintain accurate calendars, diary dates, and whole-school communications



JOB DESCRIPTION



About the Role

Digital Systems & Data Management

- Manage and maintain the Arbor school database accurately and efficiently
- Ensure all data handling complies with GDPR and data protection regulations
- Support ongoing GDPR compliance across school administrative processes and platforms.

Marketing, Engagement & School Presence

- Manage school social media and digital communications in line with school policy
- Support the production of newsletters and wider school communications
- Maintain school publicity documentation to promote the school effectively to the community

Safeguarding & Compliance

- Ensure DBS checks and safeguarding procedures are followed for all visitors
- Support the school in maintaining a safe, secure, and compliant environment
- Work in line with all safeguarding, health and safety, and data protection policies

Whole School Events & Enrichment

- Support the administration and organisation of school productions and events
- Support the office team communications with photographers, PTFA, and external providers to coordinate school activities
- Support the office in coordinating school trips
- Manage lost property and general school stock control
- Assist with community events, including coordination with PTFA

Professional Development

- Take part in appraisal, training, and ongoing professional development opportunities
- Engage positively in induction and development activities

Additional Information

- The duties listed are not exhaustive and may be adapted as required to meet the evolving needs of the school
- The job description will be reviewed periodically in consultation with the post holder



CAMBRIDGE

ENVIRONMENT AND TRAVEL LINKS



ONE OF BRITAIN'S MOST FORWARD-LOOKING CITIES WITH A RICH CULTURAL HERITAGE

Cambridge is located in the heart of East Anglia, around 55 miles north of London and 50 minutes by train. It is a city that blends the old and the new, with a world-famous university, first established over 800 years ago, and a thriving location for high-tech industries including and electronics, computer applications and pharmaceuticals, with plans for growth as an international science hub.

Cambridge itself has plenty of parks in the centre and green spaces by the banks of the River Cam which winds its way through the city and is a wonderful leisure resource for punting in the summer.

Cambridge University lends a unique character to the heart of the city with some iconic and beautiful buildings. However, Cambridge is compact so that countryside is not far away.



Cambridge is mostly flat and lends itself to cycling, so that it is home to the most cyclists of any UK city. There is currently a lot of work ongoing to create more dedicated cycle paths around town. There are 5 park and ride sites around the perimeter of Cambridge.

In addition to Cambridge University, which has its own Faculty of Education, Anglia Ruskin provides a second university in the City. Cambridge has excellent and varied amenities for a city of its size, with two main shopping centres including the Grand Arcade with a John Lewis store, as well as two retail parks, a market, a number of theatres, cinemas and music venues and many museums in the area, music and literary festivals to give a rich cultural life. There is a huge diversity of restaurants and cafes locally, ranging from fine dining to the cheap and cheerful which cater to the extensive student population. Details can be found via the link:

<https://www.visitcambridge.org/>



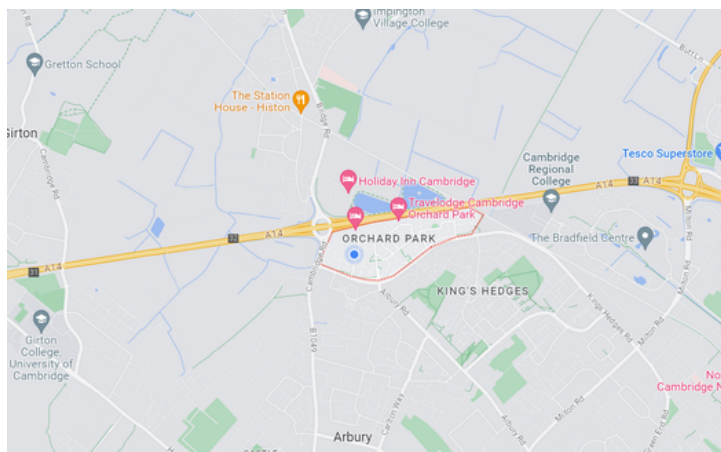
CAMBRIDGE

TRANSPORT LINKS FOR ORCHARD PARK

The school is situated on the North West Edge of Cambridge, 3 or 4 minutes away, by car, from the exit onto the A14.

The Cambridge Guided Busway runs very close to the school, with a bus stop a two minutes' walk away. The Busway also runs to Cambridge North Railway Station with around 10 minutes journey time. The Busway has a route out to the west of Cambridge, connecting with Huntingdon and St Ives and several villages in between. [Routes & Times](#) | [The Busway - connecting Huntingdon, St Ives & Cambridge](#)

It is about 15 – 20 minutes away from Cambridge North railway station by bicycle. Trains from Cambridge North provide direct links to London, Ely and Kings Lynn.



There are two railway stations locally, Cambridge North and Cambridge, with frequent direct trains to London King's Cross and London Liverpool Street. There are good direct links to King's Lynn and Ely, Norwich, Leicester, Birmingham New Street, Ipswich and to Stansted Airport which is about 30 minutes by fastest train or 45 minute by car away from Cambridge. There are coach services to London Embankment and beyond and to major airports.

By car, Cambridge is served by the M11 which leads south to the M25 and London North Circular roads. The A14 runs to the north of the city providing access to Felixstowe in the east, and the Midlands westwards. The A1, which lies to the west also connects with London or routes to the North East. Other major roads are the A10 to Norfolk, the A428 to Bedford and the A1303 to Colchester.



CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT

The successful candidate will be required to satisfy the authority of his/her physical fitness before the appointment is confirmed. In accordance with the requirements of the Home Office and the Department for Education and Skills **the appointment is subject to a clear enhanced DBS check.**

CAMBRIDGESHIRE COUNTY COUNCIL'S POLICY STATEMENTS ON EQUAL OPPORTUNITIES

The Council has issued five policy statements that must be observed at all times and are designed to promote equal opportunities in employment and to encourage applications from minority groups within the community.

At the moment, it is not unlawful to discriminate against candidates or employees on grounds of their age or sexual orientation. However, the Council has gone beyond its statutory obligations and has adopted its own policy to promote equality of opportunity on these grounds. To contravene the Council's equal opportunities policies by acting in a discriminatory way is a disciplinary offence that may lead to disciplinary action.

Statement of Policy to Promote Sex Equality in Employment

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on grounds of sex or marital status. All HR policies and procedures are administered so as not to discriminate between employees on the grounds of sex or marital status.

The only exceptions allowed by law are where sex is a genuine occupational qualification that determines selection for a particular job and where sex has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provisions of the Sex Discrimination Act 1975 and Equal Pay Act 1970.

Statement of Policy to Promote Racial Equality of Opportunity in Employment

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular taking account of the Code of Practice issued by the Equal Opportunities Commission. This Council's policy is to ensure that no job applicant or employee receives less favourable treatment by reason of race, nationality, colour or ethnic or national origin; and is not put at a disadvantage by the setting of qualifying conditions or requirements which have the effect of discrimination on racial or ethnic grounds. All HR policies and procedures are administered so as not to discriminate between employees on grounds of racial or ethnic origin.

The main HR policies and procedures affected relate to recruitment, selection, payment, conditions of employment, training assessment, transfer, promotion, discipline, dismissal, and health, safety and welfare. The only exceptions allowed by law are where ethnic origin is a genuine occupational qualification that determines selection for a particular job and where ethnic origin has to be taken account of as part of a programme of recruitment and training. The Council requires all contractors to comply with the employment provision of the Race Relations Act 1976.



CAMBRIDGESHIRE COUNTY COUNCIL CONDITIONS OF EMPLOYMENT CONT.

The Council will monitor and review the effectiveness of this policy periodically. It is the duty of all those responsible for implementing the policy to give it full effect, in particular by taking account of the Code of Practice issued by the Commission for Racial Equality.

Statement of Policy to Promote Equality of Employment for Disabled Persons

The Council's policy recognises that while some disabled people are capable of performing the same job as able-bodied people, others may be limited, to a lesser or greater degree, by their disability in the work that they can perform, but this limitation may be considerably counterbalanced by the skills and effort that they can contribute. Therefore, in fulfilment of this recognition:

in all arrangements for recruitment to vacancies, disabled people will be given full and fair consideration; (if appropriate the services of the local Disability Employment Adviser will be used);

- if necessary and practicable, reasonable adjustments will be made to job requirements to enable suitable disabled persons* to be employed, or a newly disabled employee to continue in employment;
- disabled employees will be given equal opportunity for training relevant to their current job, or for promotion, and will be given special training, if required, in order to have an equal chance of promotion.

The Council is a Disability Symbol User (AKA Green Tick) and as such undertakes to:

- guarantee an interview to all applicants with a disability who meet the minimum criteria;
- consult disabled employees regularly;
- retain employees, where appropriate, if they become disabled;
- improve knowledge/develop awareness of disability; and
- check progress and plan ahead.

Statement of Policy to Promote Equality of Employment on Grounds of Age

This Council has affirmed the policy not to discriminate on grounds of age in job recruitment and selection.

The Council has also recommended to the Government to amend the employment legislation to make it illegal to practise age discrimination in job recruitment and selection.

Statement of Policy to Promote Equality of Employment on Grounds of Sexual Orientation

This Council undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees, on the grounds of sexual orientation.



Orchard Park Community Primary School

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Cambridge

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