

# Nexus Education Schools Trust

## Manor Oak Primary School



### Admin Assistant Recruitment Pack



Nexus Education Schools Trust

# Job Advert

## Exciting Opportunity at Manor Primary School!

A School Administrative Assistant plays a vital role in ensuring the smooth and efficient running of the school's daily operations. Acting as the first point of contact for parents, visitors, and staff, they manage a wide range of administrative tasks with professionalism and care.

### Key responsibilities typically include:

- Handling phone calls, emails, and correspondence
- Supporting attendance monitoring and reporting
- Coordinating meetings, school events, and diary management
- Ensuring compliance with safeguarding, data protection, and school policies

This role requires excellent organisational skills, attention to detail, and the ability to multitask in a busy environment. A friendly, approachable manner and a commitment to supporting the school community are essential.

<b>Salary</b>	S4 Outer London (£28,617 FTE)
<b>Location</b>	Manor Oak Primary School Sweeps Lane Orpington BR5 3PE Tel: 01689 828099 <a href="http://www.manoroakprimaryschool.co.uk">www.manoroakprimaryschool.co.uk</a>
<b>Hours</b>	13.5 hours a week (Thursday 8.30-4.00 and Wednesday or Friday 9.00-4.00) Term time only, 38 weeks/year
<b>Reports to</b>	Senior Leadership
<b>Start Date</b>	As soon as possible
<b>Closing Date</b>	Midday on Friday 27 February 2026 <b>Email application forms to <a href="mailto:recruitment@nestschools.org">recruitment@nestschools.org</a></b>
<b>Interviews</b>	Tuesday 03 March 2026 <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

# Manor Oak Primary School

Welcome to Manor Oak, a school where children are at the heart of everything we do. We take immense pride in our talented pupils, our vibrant and diverse community, and the achievements we celebrate together. At Manor Oak, every child is valued, nurtured, and inspired to be the very best they can be.

We believe in developing the whole child - academically, socially, emotionally, and morally - ensuring they are well-prepared for the next stage of their education and beyond. Our inclusive and welcoming ethos creates an environment where every child feels safe, supported, and empowered to thrive.

Manor Oak is a place of rich experiences and high-quality learning. From the first steps in our 2-year-old room to their journey through nursery, reception, and all the way to Key Stages 1 and 2, our pupils grow in a culture of resilience, independence, and aspiration. We aim to unlock every child's potential, guiding them to discover their strengths, build confidence, and dream big.

Our holistic approach to education ensures that each child's academic growth is paired with emotional and social development. We foster kindness, curiosity, and a love for learning while celebrating individuality and diversity. Our school is more than just a place of learning - it's a community where every child matters, and every voice is heard.

**At Manor Oak, the journey is as important as the destination, and we are proud to guide our pupils toward a bright and limitless future.**

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

# Nexus Education Schools Trust

## We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.



# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust



# Administration Assistant - Job Description

## **Main Purpose of the Role:**

The School Administrative Officer is a key member of the school's support team, responsible for ensuring the smooth and efficient operation of the school office. This role involves a wide range of administrative and organisational tasks, supporting the leadership team, staff, pupils, and parents. As the first point of contact for many visitors and enquiries, the Administrative Officer plays a vital role in promoting a welcoming and professional image of the school.

## **Office Administration & Reception**

- Oversee the smooth day-to-day running of the school office, ensuring a welcoming and professional environment.
- Act as the first point of contact for parents, visitors, and external agencies - handling phone calls, emails, and face-to-face enquiries with efficiency and warmth.
- Coordinate school communications such as newsletters, letters to parents, and website updates.
- Support the organisation of school events, trips, and meetings, including diary management for senior staff.

## **Pupil & Attendance Support**

- Maintain up-to-date medical records.
- Maintain confidentiality and support safeguarding procedures by managing sensitive information appropriately.

## **Administrative & Clerical Support**

- Provide comprehensive administrative support to the Headteacher and senior leadership team, including minute-taking, data entry, and report preparation.
- Maintain manual and computerised records using the school's MIS (e.g. Arbor), producing reports and data as required.
- Manage general clerical tasks such as photocopying, filing, word processing, and handling correspondence.
- Sort and distribute mail, complete standard forms, and submit returns to external agencies (e.g. DfE).

## **HR & Compliance**

- Support HR processes including maintaining staff records, processing DBS checks, and assisting with recruitment.
- Ensure compliance with school policies, including safeguarding, data protection, and health and safety.

## **IT & Systems Support**

- Confidently use ICT systems and software (e.g. Word, Excel, databases) to support administrative tasks.

## **Team & School Support**

- Support the school's ethos and values, promoting a positive and inclusive environment for all.

## **Continuing Professional Development**

- Participate in the school's Performance Management Scheme.
- Undertake professional development as identified to enhance your role and impact.

# Administration Assistant - Job Description

## **Additional Information**

This job description outlines the main duties and responsibilities of the role but is not exhaustive. You may be required to undertake other duties of a similar level as directed by your manager. Reasonable adjustments will be made to support disabled applicants or employees. The job description may be reviewed and amended in consultation with you, and you will have the opportunity to discuss any changes with your line manager. You may be accompanied by a trade union representative if you wish.

## **Special Conditions of Service**

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

## **Policies and Procedures**

Ensure full awareness of, compliance with, and adherence to all school policies and procedures relating to the management, teaching, and learning within the school.

## **Contacts and Relationships**

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct, and maintaining positive, respectful relationships with pupils, parents/carers, and colleagues.

## **Equalities**

Actively enforce the school's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity, and respect for all individuals in every aspect of service delivery.

## **Data Protection**

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

# Administration Assistant - Person Specification

## Experience & Knowledge

- Proven experience in an administrative role, ideally within a school or educational setting.
- Familiarity with school management information systems (e.g. Arbor) or willingness to learn.
- Understanding of safeguarding, data protection, and confidentiality in a school context.

## Skills & Abilities

- Excellent verbal and written communication skills.
- Strong organisational and time management skills with the ability to prioritise tasks effectively.
- Confident in using ICT systems and office software (e.g. Microsoft Word, Excel, email, databases).
- Ability to maintain accurate records and produce reports and correspondence to a high standard.
- Able to work independently and as part of a team in a fast-paced environment.
- High level of attention to detail and accuracy.

## Personal Qualities

- Friendly, professional, and welcoming manner.
- Calm under pressure and adaptable to changing priorities.
- Discreet and trustworthy, especially when handling sensitive information.
- Committed to continuous professional development and learning.
- Enthusiastic about contributing to the wider life of the school.

## Desirable Criteria

- Experience with financial administration, including processing invoices and managing petty cash.
- First Aid training or willingness to undertake training.
- Knowledge of school procedures, policies, and statutory returns (e.g. DfE submissions).
- Experience supporting HR processes such as recruitment and DBS checks.





Nexus Education Schools Trust

# The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

## Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

## Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

## Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

## Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

## Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these setting under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.

Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process of obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



Infants' and Junior Schools



John Keats  
Primary School



[www.nestschools.org](http://www.nestschools.org)