



SANDY LANE PRIMARY SCHOOL



Proud to be part of the
GREENSHAW
LEARNING TRUST

RECRUITMENT PACK



Sandy Lane Primary School,
Sandy Lane, Bracknell, Berkshire RG12 2JG

Telephone: 01344 423896 - 8:30 am - 3:45 pm

Email: secretary@sandylanebracknell.com

Dear Candidate,

Thank you for your interest in the role of Administrator/Admissions officer at Sandy Lane Primary School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our job's portal.

Sandy Lane Primary School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Faye Willson fwilson@sandylanebracknell.com. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Katie Parkhouse, Headteacher

About Our School:

At Sandy Lane Primary School, our core PRIDE values underpin everything that we do. Our aim is to provide pupils at Sandy Lane Primary School with limitless opportunities in partnership with families – which is our Sandy Lane Promise.

The PRIDE Values: Positive, Responsible, Inclusive, Determined, and Enquiring run through all aspects of school life.

Positive:

We approach learning and life with optimism. We believe in looking for the good in every situation and fostering a joyful learning environment. In essence, we choose to be cheerful and see the possibilities!

Responsible:

We value ourselves, others, and our school. We take ownership of our actions and understand the importance of contributing positively to our community. Simply put, we do the right thing and care for what we have.

Inclusive:

We celebrate diversity and make everyone feel welcome and valued. We believe that our differences make us stronger and strive to create a place where everyone belongs. To put it plainly, everyone is welcome here!

Determined:

We persevere through challenges and see mistakes as opportunities to grow. We don't give up easily and understand that learning often involves overcoming obstacles. In other words, we keep going and learn from our experiences!

Enquiring:

We are curious, we ask questions, and we actively participate in our learning journey. We believe in the power of curiosity to drive learning and encourage our pupils to explore the world around them. Essentially, we love to ask 'why?' and find out more!

TERMS AND CONDITIONS

CONTRACT

Permanent

SALARY

BG-I Scale point 9 to Scp 14 (£28,906 to £31,268 FTE) - Actual salary: £23,006 to £24,886 pro rata (includes London weighting)

HOURS OF WORK

35hrs per week, term time only, Monday - Friday 8.30-4pm. 38 weeks per year.

PLACE OF WORK

Sandy Lane Primary School, Sandy Lane, Bracknell, Berkshire RG12 2JG.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.

HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Administrator/ Admissions Officer
Responsible to:	Operations Manager
Responsible for:	NA

ROLE OVERVIEW

We are looking for an enthusiastic Administrator to join us at Sandy Lane Primary School. The successful candidate will motivate, challenge, support and inspire our students.

MAIN DUTIES AND RESPONSIBILITIES

- Maintaining pupil data base (BromCom)
- Admissions and management of nursery placement
- Management of application for Nursery funding
- Admissions and new starter packs to parents YR to Y6
- Management of administration surrounding Year 6 transition to Secondary School
- Management of pupil leavers – forwarding information to new schools
- Completion of termly School census in line with the DfE guidance in a timely manner
- Submission of end of key stage data to local authority and DfE within strict deadlines
- Administration of end of year reports
- To complete the end of year procedure
- Free school meal application
- First aid point of contact for whole school & student medical needs
- To be responsible for all paperwork in connection with Exclusions & Suspensions of Students both internal and external
- To produce documentation required by SLT, working to short deadlines and ensuring that all documents are fully and accurately completed
- To deal with parental enquiries, which can be challenging conversations and, occasionally, in difficult circumstances
- To support with reception duties, welcoming and signing in visitors, and directing telephone and face to face enquiries for the whole school
- To provide cover for the school telephones, car gate and pedestrian gate, ensuring they are covered at all times
- To liaise with parents/carers, students and staff to answer queries or redirect as necessary
- To meet and greet visitors, displaying politeness and tact, in order to ensure that visitors are welcomed into a friendly environment
- Maintain security by issuing visitors' badges & ensuring DBS checks have been carried out
- To take and pass on accurate messages when queries cannot be dealt with
- Communication to parents via mailing system
- Provide administrative support e.g. photocopying, filing, and emailing

- To deal with all reasonable requests to the office from pupils and staff
- Coordination of the whole school calendar
- Excellent organisation between yourself & admin team
- Maintain the school office with regard to appearance, displays and information
- To maintain a flexible working approach in order to accommodate day to day operational matters
- Management & responsibility of school website & social media

STAFF DEVELOPMENT

- To continue personal development in the relevant areas,
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Good literacy and numeracy qualifications (GCSE grade C / 4 or equivalent);	x	
Full knowledge and experience of MS Office (WORD, EXCEL, PowerPoint & gmail	x	
Experience of working in a school environment.		x
Experience of an office telephone system		x
Skills and experience		
Good experience of administrative Practice.	x	
Able to listen and record information accurately	x	
Good communication skills both verbally and in writing with children and adults	x	
Good understanding of and ability to use relevant technology, equipment and ICT packages	x	
Able to work constructively as part of a team and work on own initiative	x	
Able to plan, organise, prioritise and work to completing deadlines	x	
Understanding of and commitment to the requirements of safeguarding children and young people	x	
Knowledge of BromCom		x
Personal attributes		

Ability to multi-task in a busy, noisy Environment	x	
Ability to maintain strict confidentiality of information received and processed as part of the job role	x	
Able to remain calm and patient under pressure, Committed to great face to face customer service	x	
Committed to equality of opportunity	x	
Willing to train as a First Aider		
Flexible and adaptable Resilient	x	
Organised, resourceful and have excellent time management skills	x	
Approachable, empathetic, enthusiastic.	x	
Committed to the values and ethos of our school	x	

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **Midday Friday 25th September 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be held on **Thursday 1st October 2026**. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post 2nd November 2026



**GREENSHAW
LEARNING TRUST**



ORU Sutton,
7 Throwley Way,
Sutton SM1 4AF



020 3988 0218



info@greenshawlearningtrust.co.uk



www.greenshawlearningtrust.co.uk



Sandy Lane
Bracknell
RG12 2JG



01344 423896



secretary@sandyanebracknell.com



www.sandyanebracknell.com