



**Office Assistant  
Little Parndon Primary Academy  
Candidate Information Pack**

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# Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Little Parndon Primary Academy, the role of an Office Assistant, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Little Parndon and BMAT Education.

**Helena Mills CBE**

# Welcome from the Executive Headteacher

Welcome to Little Parndon Primary Academy. I am proud to lead a welcoming, inclusive and ambitious school where every child is valued, supported and encouraged to achieve their very best.

At Little Parndon, we are committed to providing a high-quality education within a caring and nurturing environment where children feel safe, happy and inspired to learn. We believe that every pupil should be given the opportunity to thrive academically, socially and emotionally, and we work hard to ensure all children develop the confidence, resilience and skills needed for future success.

Our dedicated staff team is passionate about creating engaging learning experiences that spark curiosity and foster a lifelong love of learning. We place great importance on building strong relationships with pupils, families and the wider community, recognising that positive partnerships are essential in supporting children to flourish.

As part of BMAT Education, we benefit from collaboration across the Trust, shared expertise and a strong commitment to continuous improvement. This enables us to provide excellent opportunities for both pupils and staff through high-quality professional development, innovation and shared best practice.

Thank you for your interest in Little Parndon Primary Academy. We look forward to welcoming individuals who share our values, high expectations and commitment to making a positive difference to the lives of children and our wider school community.

**Luke Wildig**

## About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

### **Our Schools:**

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



# About the Role

We are looking for a friendly and organised school administrator with responsibility for managing the reception area, supporting pupils, parents, staff and visitors, and ensuring the smooth day-to-day running of the school office.

Duties include maintaining pupil records and attendance data, handling enquiries, coordinating admissions and school trips, managing ParentPay and communications, administering first aid, and supporting a range of administrative, finance and operational processes while maintaining a welcoming and professional environment.

The post-holder will be expected to liaise with parents, carers, members of the community, and staff within the Trust.

# Job Description

<b>Job title</b>	Office Assistant
<b>Reports to</b>	Head of School/ Office Manager
<b>Pay scale</b>	Band 2 Max Point 3-6 (£24,796-25,583 pro rata)
<b>Location</b>	Little Parndon Primary Academy
<b>Terms</b>	20 hours per week, 39 weeks per year (term time + INSET days)
<b>Contract</b>	Fixed Term – Part-time

## Purpose of the Job

- To provide a helpful, supportive and friendly service to students, visitors, staff and parents and to carry out administrative duties efficiently and effectively. The post requires flexibility and the ability to work well as part of a team

## Liaison With

- The post-holder is expected to liaise with parents and carers, members of the community, all members of staff within the Academy and other Trust members of staff who may be on site.

## Specific Responsibilities

- Professional and approachable front of house for parents and visitors, and to be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To accurately record and update all pupil information on the school's database platforms such as Bromcom, OFSM and School Cloud.
- To administer first aid to pupils as required in keeping with the Trust's policy.
- To create and distribute dietary badges.
- To monitor pupil absence and lateness in line with Trust policy.
- Log and monitor pupils' attendance, referring cases to the Head of School and HASLO where appropriate.
- Log breakfast club attendance and school dinner bookings as well as report monthly figures to the finance team.
- To be responsible for Parent Pay and ensure that monies are collected/paid for school dinners, breakfast club, trips, and visits.
- To ensure school security arrangements are always complied with, including the issue of visitors' badges and use of the visitors' signing in system.
- To provide hospitality for visitors to the school.
- Monitor stock levels and place whole school stationery and medical supplies orders.
- To ensure the correct storage and administration of medicines and liaise with teaching staff to ensure the monitoring of expiration dates.
- To accept, unpack and distribute deliveries as well as report deliveries and missing items to the finance team in a timely manner.
- To be responsible for the sorting and distributing of incoming post.
- Completion of statutory returns such as the school pupil census.
- Responsible for end-of-year processes, working with Office Manager.
- School trips – liaising with teachers, coach companies, venues, parents and Finance team. Working with Office Manager to ensure that Evolve is kept up to date.
- Manage outgoing correspondence to parents and carers where appropriate; ParentPay, letters, social media, newsletter.
- To liaise with the catering manager on the preparation and distribution of school dinner menus and special events.
- To monitor, distribute, and reply to emails to the school's admin mailbox.
- To maintain the school's events diary and book whole school events.
- To be responsible for pupil admissions, waiting lists and ranking in line with the school's admissions policy, and arrange tours for new pupils.
- To be responsible for administration around new Reception intake processes and procedures, working with Office Manager.
- Ensure the general tidiness of the school reception area.

## Additional Duties

- To participate in staff training days (INSET) and external courses as may be required by the needs of the post and as identified by the Office Manager and Head of school. The relevant first aid certificate needs to be fully up to date at all times.
- To fully implement all school procedures and policies and undertake risk assessments as appropriate.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Have a flexible can-do approach and be willing to support other administrative areas and duties within the school when the need arises.
- To be a team player in the Admin Team.
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's Data Protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- To actively engage in the performance review process.
- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed

## Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive, and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## **General responsibilities common to all members of staff**

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

# Person Specification

Office Assistant

Qualifications	Essential	Desirable
1. Able to demonstrate a good level of general education to GCSE standard in Mathematics and English, or equivalent.	✓	
2. First Aid qualification		✓
3. Relevant qualifications in business administration or clerical work (eg NVQ Level 2/3 in Business Administration or equivalent).		✓
<b>Experience</b>		
1. Experience working in an administrative role, preferably in a school or educational setting.	✓	
2. Experience using office software (e.g., Microsoft Office Suite: Word, Excel, Outlook).	✓	
3. Experience handling confidential information with care and in accordance with GDPR (General Data Protection Regulation).	✓	
4. Experience working within a Multi Academy Trust or large school network.		✓
5. Experience using school management systems such as Bromcom, or equivalent.		✓
<b>Skills and abilities</b>		
1. Excellent written and verbal communication skills, including an ability to communicate	✓	

effectively with staff, parents, pupils, and external stakeholders.		
2. Ability to manage multiple tasks and prioritise workloads effectively under pressure.	✓	
3. High level of accuracy and attention to detail.	✓	
4. Ability to work independently as well as part of a team.	✓	
5. Strong organisational skills with the ability to manage schedules, diaries, and school events.	✓	
6. Confidence in using IT systems and willingness to learn new software.	✓	
7. Ability to work confidentially and maintain professional boundaries.		✓
<b>Knowledge</b>		
1. Understanding of safeguarding procedures in a school setting.	✓	
2. Awareness of GDPR and handling confidential information.	✓	
3. Knowledge of the day-to-day running of a school office.		✓

<b>Personal Qualities</b>		
1. Friendly, welcoming, and approachable personality with a positive attitude.	✓	
2. Adaptability and flexibility to meet the changing demands of a busy school environment.	✓	
3. Professional and courteous in all interactions.	✓	
4. A commitment to safeguarding and promoting the welfare of children.	✓	
5. Demonstrates enthusiasm and a proactive approach to tasks.	✓	
<b>Other Requirements</b>		
1. Willingness to undergo an enhanced DBS check.	✓	
2. Commitment to continuous professional development.	✓	
3. Ability to work flexibly across different school sites within the Trust when required.	✓	

# How to Apply

## [Job Adverts & Applicants](#)

We look forward to hearing from you.

**Closing date for applications:** 30 June 2026

**Interviews:** To be confirmed

Please carefully review the following information before submitting your application.

### **Application form**

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

### **Supporting Statement**

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

### **Disclosure of Relationships**

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

### **Safeguarding Commitment**

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

### **Pre-Employment Checks**

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)





Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**