



**WARREN  
WOOD**  
PRIMARY SCHOOL

# Office Administrator - Apprentice

Candidate Application Pack

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Message from Gavin Evans, Director of Primary Education

Thank you for expressing an interest in the role of **Office Administrator Apprentice** at Warren Wood Primary School.

Warren Wood is a large friendly and welcoming school where we have established a caring and nurturing environment with children at the heart of everything we do. We ensure that every child at Warren Wood is valued as an individual and all personal successes are celebrated. We work closely with parents and the local community to develop children academically and socially to ensure their love for learning stays with them throughout their life.

Everything we do is focused around our RECIPE values. The words **Respect, Excellence, Collaboration, Independence, Perseverance** and **Enjoyment** are core to our beliefs and create a sense of belonging for pupils and staff alike.

We would like to hear from you if you would like to join our happy and welcoming team.

Further information about our school can be found on our website <https://warrenwoodprimary.co.uk/>

If you would like to arrange a visit to Warren Wood, please contact the school office on 01634 401401 or [office@warrenwoodprimary.co.uk](mailto:office@warrenwoodprimary.co.uk)

I look forward to receiving your application.



Gavin Evans  
Director of Primary Education

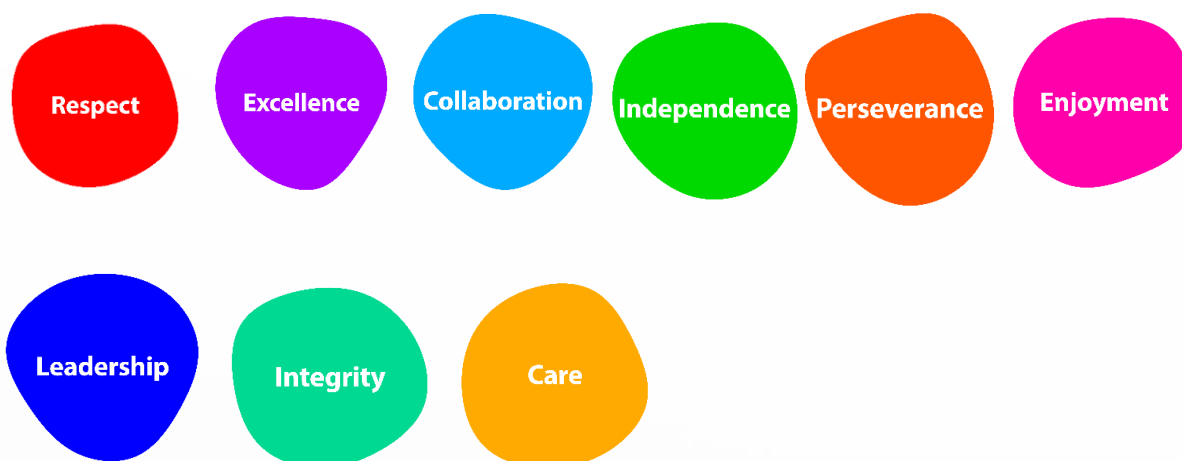


## About Warren Wood Primary School

Warren Wood Primary School is a two-form entry primary school for children in Reception to year six. We also have a nursery and The Evergreen, an inclusive provision for children with speech, language and communication needs.

Our school prides itself on the caring and nurturing environment it provides for the children in our care. Our school values are an integral part of the school, equipping children with the skills they need for their future beyond the classroom. We believe that every child can reach their potential and our caring and dedicated staff will help them to achieve this.

Our school values are:



At Warren Wood Primary School, we believe that the education we provide to our children will contribute to their confidence, competence and motivation which are essential for them to achieve, participate in further education and to be successful in life and at work. The values are fundamental to all we do:- Respect, excellence, collaboration, independence, perseverance, enjoyment, leadership, integrity and care. These are displayed in all rooms and are to be referred to at every opportunity.

We have developed an exciting and engaging skills-based curriculum across all primary subjects to ensure that all children are ready for the next stage of their learning and beyond. Our curriculum, with our values woven throughout, ensures a cross-curricular approach to learning is adopted. This approach is inclusive to ensure that academic excellence and high aspirations are an expectation of all students.

Wellbeing is important to us and we strive to consider how practices and procedures can contribute to a good work-life balance. We have a commitment to professional development and seek to support all staff in being the best they can be.



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin  
Chief Executive Officer



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

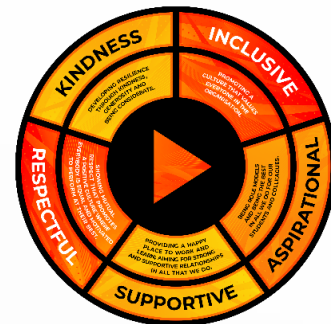
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



01634 888115



[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)



[hello@beyondschoools.co.uk](mailto:hello@beyondschoools.co.uk)



# Job Description – Office Administrator – Apprentice (Level 3)

**Reporting to:** PA to the Headteacher  
**Salary:** Apprentice  
**Location:** Warren Wood Primary School, Arethusa Road, Rochester Kent, ME1 2UR

## Job Purpose

To provide support to the school office assisting staff with their daily administration responsibilities and assisting with the day to day running of the school office.

## Duties/ Responsibilities

### Administration:

- To assist with all Reception duties, by being the first point of contact to all parents and stakeholders to the school, ensuring visitors have the necessary safeguarding documentation and ID and have completed the additional documents as appropriate.
- Assist with the signing in of late children or children leaving for relevant appointments.
- Answer telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and / or taking messages.
- First aid logging on Arbor and sending email and in app notifications through Arbor to parents and carers.
- General filing of school documents as required.
- Provide admin support on Arbor our School Information Management system and ParentPay our system for all school payments.
- Cypad inputting for school lunch orders for late children.
- Providing admin support to school staff as required, giving a high-quality service at all times.
- Sending outstanding weekly dinner money emails to parents, carers and school staff through Arbor.
- Sending the daily MFSE club register out to all school staff.
- Support the Attendance Officer as required with the daily attendance process.
- Supporting the Admissions Officer as required with admissions administration.
- Liaising with our Site Manager to request risk assessments are completed where needed for children for medical reasons. Uploading onto Arbor and emailing to the relevant staff.
- Responding to emergency calls as appropriate, notifying relevant staff to address safety issues.
- Ensure sufficient supplies of office forms are available for school staff, parents and carers, photocopying where needed to top up supplies.
- Logging medication in school on Arbor to help form our new Medication Register. Informing parents and carers when medication is coming up for expiry. Assist with our school Asthma Register / Epi Pen Register ensuring inhalers and epi pens are in date and informing parents and carers when coming up for expiry.
- Regular checks of office first aid supplies and office first aid kits, disposing of expired items and replenishing as required.
- To assist with first aid (once trained and you hold a paediatric first aid certificate. Training will be arranged with our Trust first aider).
- To support with the processing of school orders on PSF.



### Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our **Professional Growth Model**—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from **ongoing professional development**, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a **high-performing, empowered workforce** focused on improving outcomes for all pupils through shared learning and growth.

### Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.



All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **Health and Safety**

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

### **Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the review and line management process.**



## Person Specification

Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• GCSE level or equivalent including English and Maths</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Evidence of further training</li> </ul>
Experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Good communicator with interpersonal skills</li> <li>• Common sense</li> <li>• Ability to work as part of a successful team</li> <li>• Initiative</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Relevant administration work experience</li> </ul>
Professional Knowledge and understanding	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to listen and foster positive relationships</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Awareness of child protection and safeguarding</li> </ul>
Skills and Attributes	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to develop good relationships</li> <li>• Calm, professional and courteous manner</li> <li>• Ability to work successfully as part of a team, sharing good practice</li> <li>• Ability to manage time and prioritise workload</li> <li>• ICT and computing skills</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Proven commitment to enhancing your own skill and knowledge base</li> </ul>
Personal Qualities	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Drive, grit, innovation and creativity</li> <li>• Enthusiasm, positivity and a sense of humour</li> <li>• Honesty, integrity and a desire to put students at the heart of all you do</li> <li>• A willingness to 'get stuck in' and help make the school exceptional</li> <li>• Commitment to inclusion, diversity and equality</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Ability to be reflective, adaptable and self-critical</li> </ul>

**Beyond Schools Trust** is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



# Summary of Terms & Conditions

**Start date:** 1<sup>st</sup> September 2026

**Contract Type:** Full-time temporary for 18 months or until the completion of your apprenticeship

**Place of Work:** Arethusa Road, Rochester, Kent ME1 2UR

**Hours & days of work:** 37 hours per week, Mon-Friday, term-time only.  
Monday-Thursday 08:00-16:00 and Friday 08:00-15:30. Includes a 30-minute unpaid lunch break.

**Salary:** Apprentice salary £15,435 full-time  
Actual salary £12,906.21

**Holiday:** Entitlement of **25** days annual leave rising to **29** days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract

**Induction Period:** This post has a 6-month induction period.

**Pension:** Membership of the Local Government Pension for support staff

**Notice period:** One month to be worked during term-time.

**Car insurance:** Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

## Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

## Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

## Professional Growth:

***We don't appraise. We grow***" We believe professional growth is not a once a year event but an everyday commitment. That's why we've replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

### The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

### Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils.

## Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

*"It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment"*

*"The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed".*



*"I have learned so much during these workshops and I am extremely grateful for them"*

*"Learning the skills to become an effective leader for when I become a middle leader"*

*"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".*

**Staff Wellbeing:**

Whole Trust approach to well-being.

**Pension Scheme:**

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2026 are as follows:

<b>Annual Salary Rate</b>	<b>Member contribution Rate</b>
Up to £18,400	5.5%
£18,401 to £29,000	5.8%
£29,001 to £47,300	6.5%
£47,301 to £59,800	6.8%
£59,801 to £84,000	8.5%
£84,001 to £119,100	9.9%
£119,101 to £140,400	10.5%
£140,401 to £210,700	11.4%
£210,701 and above	12.5%

**Other Benefits:**

Two-week, half-term break in October (TTstaff/Teachers only)

**Employee Referral Scheme:**

Up to £500 payable for a new employee referral across the Trust

**Family Friendly Policies:**

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:**

The Trust is a member of the Cycle to Work Scheme.

**Car Parking:**

Free onsite parking (we are in a ULEZ free zone)

**Catering:**

On site catering at affordable prices

**Employee Discounts include:**

20% discount off membership for Avenue Tennis  
**Medway Gym & Fitness Centre | Avenue Tennis**

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme **Blue Light Card**



# The Recruitment Process

**Closing date:** Wednesday 15<sup>th</sup> July 2026 at 9am

**Interview date:** Week commencing Monday 20th July

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#)

If you wish to discuss the role, please contact **Gavin Evans** via email [gevans@warrenwoodprimary.co.uk](mailto:gevans@warrenwoodprimary.co.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.



**Supporting Statement:** Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**Additional skills:** Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**References:** Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Equal opportunities monitoring:** This will be kept separate from your application and used only for monitoring purposes by the HR department.

**Special arrangements:** Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:** Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

**Equality and Diversity:** We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



## Office Administrator - Apprentice



**Salary:** Apprentice salary £15435 full-time  
**Actual salary:** £12,906.21 per annum  
**Start date:** 1<sup>st</sup> September 2026 for 18 months  
**Hours:** Full-time, term-time only  
**Location:** Arethusa Road, Rochester, Kent ME1 2UR  
**Closing date:** Wednesday 15<sup>th</sup> July 2026  
**Interview date:** Week commencing Monday 20<sup>th</sup> July 2026

We are seeking to appoint a self-motivated and enthusiastic individual to become an integral member of our school office team. The role is varied and interesting and the successful applicant will be mentored and developed to provide a first-class administrative service to support our school.

You will be undertaking your Level 3 Apprenticeship in Business Operations Administrator with LMP Group as your training provider.

### To be successful at Warren Wood Primary School, you will:

- provide support and challenge to ensure our children are at the core of all that we do.
- embrace our supportive & warm ethos and culture.
- be a team player but also develop the initiative to work independently.
- be willing to get stuck in and offer administrative support to the wider school.
- enjoy working with young people and adults and have a good sense of humour.

### In return, we will offer you:

- a happy school where all children are enthusiastic and realise their potential.
- an incredibly supportive group of colleagues and leaders.
- an opportunity to really make a difference to children's life chances and ambitions.
- a range of CPD opportunities.
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Local Government Pension Scheme
- two-week half term in October
- cycle to work scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Warren Wood Primary School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Gavin Evans** on **01634 401401** or via email [gevans@warrenwoodprimary.co.uk](mailto:gevans@warrenwoodprimary.co.uk)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***



### **Safeguarding commitment**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### **Equality & Inclusivity Statement**

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

Warren Wood Primary School  
Arethusa Road  
Rochester  
Kent  
ME1 2UR

Tel: 01634 401401  
Email: [office@warrenwoodprimary.co.uk](mailto:office@warrenwoodprimary.co.uk)  
Website: [www.warrenwoodprimary.co.uk](http://www.warrenwoodprimary.co.uk)  
what3words: [pumps.puts.lofts](https://www.what3words.com/pumps.puts.lofts)

