



CANDIDATE PACK

Admin Assistant



Start date:
ASAP

Location:
Warren Road,
Orpington, Kent,
BR6 6JF



About Us

The school is set on extensive grounds on the edge of Orpington in the London Borough of Bromley. As a large primary school, we benefit from great wealth and depth of talent across our pupils, parents, staff and governors. As a result, we believe we can provide the very best opportunities for every single child in the school through our vision of Excellence for All.





About the Trust

Our school is part of London South East Academies Trust - a multi-academy trust sponsored by London South East Colleges. In 2024 the Trust was formally recognised and awarded as the TES Small Trust of the Year.

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools

Read more on the trust website:
LSEAT.co.uk

Our vision and values

We pride ourselves in providing an environment that nurtures and supports all children so they have the very best opportunities to REACH their academic and all round potential. The highest priority is given to academic excellence through a curriculum that ensures all children can excel in all areas through high-quality teaching.

Resilience

Enthusiasm

Aspiration

Curiosity

Honesty





Job Description

Job title: Admin Assistant

Salary: H18 on the LSEAT Harmonised payscale

Contractual Hours: 32.5

Contractual Weeks: 38

Position Status: Permanent

About our vacancy

We are looking for a full time Admin Assistant. This academic year we have a current permanent vacancy.

This is an exciting opportunities to join our collaborative and ambitious teaching team on either a full time, part time or temporary contract.

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As a result, we believe we can provide the very best opportunities for every single child in the school through our vision of Excellence for All.

London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an Enhanced DBS check.



Job Description



Key Objectives

- Under the instruction/guidance of the Regional School Business Manager to provide general clerical/administrative support to the school.
- To be able to support other members of the Admin Team as and when required.

Key Responsibilities

Attendance

- To manage the attendance process via Arbor.
- To manage all pupil holiday requests.
- Liaise with the Education Welfare Officer as and when required.

School Trips

- To manage all school trips and visits.
- To manage all residential school trips.

First Aid

- To administer first aid as and when required.

Admin Support

- To undertake general admin duties and office support.
- DBS processing.
- Inputting Vetting Forms onto iTrent and ensure all required checks are completed.
- To support with school photographs.
- This role requires the ability to cover other members of the Admin Team during staff absence and when required.
- To complete all mandatory LSEAT Training throughout the year.





Application

To apply for this vacancy please complete the application form, available to download from the website vacancies page, paying particular attention to the Supporting Statement section, to indicate how you satisfy the criteria set out in the Person Specification. The closing date for your application is as stated Below. We reserve the right to close adverts earlier than the closing date.

References will be requested for those shortlisted only and prior to interview. Only those shortlisted for interview will be contacted.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Warren Road Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school.

Warren Road Primary School is committed to equality and diversity in employment practice and service delivery.



How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page [here](#).

Closing date: October 2026

Interviews: TBC

