

**Front of House – Admin Assistant**  
**Band 5, SCP4-6 (£19,364 - £20,022 actual salary)**  
**Fixed-term until 31<sup>st</sup> December 2024 – to start immediately**  
**37 hours per week (term time only)**

A new and exciting opportunity has arisen for an experienced Front of House to join Horton Park Primary School.

Horton Park is a vibrant two-form entry primary school for children aged 4 to 11 years old with 421 pupils currently on roll. The school boasts excellent facilities and the recent addition of a Key Stage One School Led Resource Provision, which caters for the needs of children with generic complex needs. Located in the heart of the Canterbury estate, within the culturally diverse Great Horton area. The school possesses an excellent reputation within the local and wider community. Horton Park is a school where ‘everyone learns to succeed’ and we provide our children with the cultural capital they need to be successful in our thriving community and beyond.

Horton Park Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

Supporting the Office Manager and the wider administration team, you will be first point of contact for parents, pupils, staff and visitors both face to face and over the telephone. This is a varied and rewarding role, predominantly covering main reception but also providing efficient administrative support, as and when directed by the Office Manager. The hours of work assigned to this post are 8:30am – 4:30pm Monday to Thursday and 8:30am until 4pm on a Friday.

The successful candidate will be:

- Professional, courteous, and friendly
- Well organised, self-motivated, and resilient
- Able to work effectively as part of a team.
- Educated to GCSE grade C or above in English & Maths
- Able to speak either Urdu or Punjabi

We offer:

- A dedicated, professional, and experienced staff team
- Enthusiastic, confident and well-behaved children
- An opportunity to work in a school which is outstanding in all areas.
- The chance to further your professional career with a leading Multi Academy Trust
- Access to free support via our Employee Assistance Programme

Together we Exceed

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**Closing date: Wednesday 15<sup>th</sup> May 2024 at 12pm**

**Interview date: Wednesday 22<sup>nd</sup> May 2024**

For an informal discussion regarding this opportunity, please contact Shazia Akhtar, Interim Office Manager on 01274 574544. Further details about Horton Park Primary School can also be found on our website <https://hortonparkacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application to [shazia.akhtar@hortonparkacademy.co.uk](mailto:shazia.akhtar@hortonparkacademy.co.uk)

**CVs or applications via Indeed will not be accepted.**

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

