



The Laurels
PRIMARY SCHOOL

CB/mw

October 2021

Winterbourne Way
West Durrington
Worthing
West Sussex
BN13 3QH
t 01903 830901
e office@laurelsprimary.co.uk
w www.laurelsprimary.co.uk
Headteacher: Charlotte Bull

Dear applicant

I am delighted to attach the details and application form for the position of **School Office Administrative Assistant**. Before applying, you may be asking yourself *Why would I want to join The Laurels and Durrington Multi Academy Trust?* Please read on and if you feel there is a 'match', I look forward to hearing from you.

Our schools believe that every child, from the most privileged to the most disadvantaged, should have the same opportunities to succeed. We endeavour to do this by providing an excellent school experience where children can feel safe, foster a love of learning, discover their passions and achieve beyond their aspirations. The staff team is our greatest asset and our team are absolutely committed to continuous improvement and the progress and wellbeing of our children.

You will be working with a team of friendly, dedicated and hard-working staff, along with a supportive board of governors, who are all driven by a real desire to change children's lives for the better. We hope this is what drives you too. Our school is a happy and inclusive place, where everyone is valued and encouraged to excel and you will be encouraged and supported to develop professionally. Relationships between staff, pupils and parents/carers are key to our success.

In simple terms we can offer:

- A friendly and supportive working environment
- Opportunities for training and development
- A fantastic, motivated staff
- Warm, happy children and carers
- A well-resourced school with on-site parking and rail and bus links close by

Please return the application form with a covering letter addressing the points below on one side of A4:

1. How your experience and skills would enable you to be successful in this role?
2. How you would work with staff and those in the wider community?

- **The closing date for applications is Tuesday 2nd November 2021**

If you would like to discuss your application, please contact Marica Walker at mwalker@laurelsprimary.co.uk or by calling (01903) 830901.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to an Enhanced Disclosure and Barring Service (DBS with barred lists check). This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Yours sincerely

Miss Charlotte Bull
Headteacher