

Horton Grange Primary School

Celebrating Success Together

Spencer Road | Bradford | BD7 2EU



CEO Mr. D. Jacques CBE NLE

Headteacher Miss Rebecca Marshall

📞 Main School (01274) 573287

📞 2 Year Old Unit (2s Can) (01274) 421049

✉️ office@hortongrangeacademy.co.uk

🌐 www.hortongrangeacademy.co.uk

Senior Administrator

37 hours per week, term time only

To start as soon as possible

Permanent, following a successful 6-month probationary period

Band 7, SCP11 - SCP17. Actual Salary £18,539

Horton Grange Primary School is a 3 form entry primary school for children aged 2-11 years, which has an excellent reputation within the local and wider community. We have a recent positive OFSTED report which graded the school as outstanding in all areas, for the second time. We have an excellent track record of supporting all staff in developing their careers.

Horton Grange Primary School joined Exceed Academies Trust on 1 December 2016. As one of 3 founding schools, we have been an integral part in establishing and developing the Multi Academy Trust into the successful and highly regarded organisation it is today.

Exceed Academies Trust believe that successful schools develop their own identity and individuality and are best placed to meet their own community's needs. We believe that partnership working, the sharing of good practice and being outward facing as an organisation supports our aims and leads to outstanding results.

An opportunity has arisen for a Senior Administrator within Horton Grange Primary School. Reporting to the Office Manager, the successful candidate will provide a comprehensive administration service to the Senior Leadership team and the wider school.

The successful candidate will:

- Be educated to GCSE grade C or above (or equivalent) in English & Maths
- Have previous experience in a similar role
- Be committed to raising standards
- Have excellent interpersonal skills
- Be well organised, self-motivated and resilient
- Speak fluent English to an appropriate standard, in line with the Immigration Act 2016.

We offer:

- A dedicated and experienced staff team, supported by the Trust, Governors and parents
- Enthusiastic, confident and well behaved children
- An opportunity to make a significant contribution to our school
- An opportunity to further your professional development
- An opportunity to work in a forward-thinking school

Prospective applicants are welcome to visit the school by prior arrangement.
Application forms and further details are available from the school.

Horton Grange Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Consequently, the successful candidates will be required to undertake an enhanced DBS check.



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Please state which role you are applying for on your application.

Please complete an application form, which can be found on our school website or our Trust website at www.exceedacademiestrust.co.uk.

Completed applications should be submitted to louise.bean@hortongrangeacademy.co.uk

Please note, we do not accept CVs.

Closing date: 6 July 2022

Interviews: 12 July 2022

