

ADMIN ASSISTANT FOR BRIGHTER FUTURES LEARNING PARTNERSHIP TRUST
SALARY – £19,264 - £20,043 (ACTUAL SALARY £16,262 - £16,922)
GRADE – GRADE 5, SCP 4-6
HOURS – 37 HOURS PER WEEK, MONDAY TO FRIDAY
CONTRACT TYPE – FULL TIME, TERM TIME PLUS 5 DAYS. PART TIME OR JOB SHARE, WILL BE CONSIDERED AS AN OPTION. PLEASE SPECIFY ON YOUR APPLICATION WHICH YOU ARE APPLYING FOR.
START DATE – AS SOON AS POSSIBLE

Thank you for considering joining our trust. I am very proud to be the CEO of the Brighter Futures Learning Partnership Trust (BFLPT); it is a privilege to work with passionate, like-minded colleagues who are all focussed on delivering the best educational provision for the children and young people of Doncaster. We are a multi-academy trust serving the local needs of our community with great passion; we have a team of highly committed staff, governors, local businesses and trustees who are committed to creating and delivering a world-class trust vision.

A big vision lies at the heart of the BFLPT; excellence is at the heart of all that we do and with this in mind, we aim to be one of the highest performing and unique trusts in the country, acknowledging that every child is different. As such, our curriculum offer will be shaped to reflect the diversity of our learners and their needs if they are to excel and develop into the next generation of highly skilled learners and innovators.

Our vision is to create teaching and learning which is inspirational, challenging and relevant to the 21st century where every child and young person can fulfil their potential. We are also committed to developing outstanding pastoral care which we know is an essential ingredient in ensuring that every child can flourish to develop the knowledge, skills and attributes which will enable them to have the widest possible choice of career pathways.

We are unique in that our family of schools includes; four Doncaster primary schools, an infant school, an 11-16 secondary school and Doncaster University Technical College, a newly built state of the art school with specialisms in engineering and digital design.

The successful candidate will be based at Dunville Primary School but may be required to work elsewhere within Trust, as may reasonably be required by the Headteacher/Principal, CEO for the discharge of your duties.

Being part of our Trust will offer you a fantastic opportunity to develop yourself, and, have a strong influence on student outcomes across our family of schools. We actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all children and young people can excel.

Further details and application forms are available by visiting our website at [Brighter Futures \(brighterfutureslpt.com\)](http://BrighterFutures(brighterfutureslpt.com)) **(CV's will not be accepted for this post)**. If you feel you are the person we are looking for, you should fill in the enclosed application form and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is Friday 3rd June 2022 at 9am
Interview date is to be confirmed.

Applications should be posted or email to; Dunsville Primary School, Broadway, Doncaster, DN7 4HZ. Email: vacancies@dunsville.doncaster.sch.uk

If you are not contacted by Friday 10th June 2022, unfortunately you have not been shortlisted for the position on this occasion.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

As BFLPT we promote diversity and applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

The Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate. The role is also engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Helen Redford Hernandez
Chief Executive Officer

