



CHANTRY COMMUNITY

PRIMARY SCHOOL

School Administrator

Candidate Application Pack

A **Beyond** ACADEMY
SCHOOLS TRUST

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Message from Kathryn Duncan, Headteacher

As a Trust, we currently comprise of 10 schools, across Kent and Medway, serving approximately 7000 pupils. We currently have 5 primary schools and 5 secondary schools. The Trust's overarching aim and vision for our schools is 'One Vision, One Trust, One Family of School Inspiring Outstanding Learning'. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust's role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them.

Chantry Community Primary School is an oversubscribed two-form entry primary school near Gravesend town centre. We are a child-centred community which draws on partnerships with our families, staff, governors and the wider community to support all our children to achieve their full potential.

Chantry benefited from a brand-new school build in 2019. We are extremely lucky to have brand new equipment in all of our classrooms, two playgrounds, a school field and a multi-use games area. We also have a Beyond the Classroom room where large curriculum projects and cooking can take place. Our vision is to nurture enthusiastic, life-long learners through inspiring, creative teaching within a rich and engaging curriculum.



We are proud that Ofsted rated us a good school during their inspection visits in 2016 and 2022. 'The school's positive values are at the heart of everything. Pupils are surrounded by reminders of the RECIPE: respect, excellence, cooperation, independence, perseverance, enjoyment. These values drive the school. For example, each lesson is linked to one of them. Pupils grasp every opportunity to model these behaviours. This helps the school to be harmonious and well disciplined.'



Teacher wellbeing and workload is a priority here at Chantry. Leaders do all that they can to keep requests to a minimum, we have meetings only when there is a need and teachers are able to take their PPA time at home. Wellbeing leads ensure that everyone is looked after and we work as a team together.

As Head Teacher, I am enormously proud of Chantry and of the leaders, governors, teachers and support staff who every day ensure that pupils enjoy school and make good progress in their learning.

We would like to hear from you if you would like to join our happy and welcoming team.

Further information about our school can be found on our website [Chantry Community Primary School](#)

If you would like to arrange a visit to Chantry Community Primary School please contact the school office on 01474 350011.

I look forward to receiving your application.

Kathryn Duncan



Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



About the Beyond Schools Trust

Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

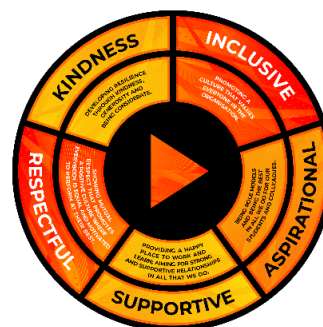
The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be.
We will work tirelessly to support them to reach their potential.



Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ



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Job Description – School Administrator

Reporting to: Headteacher
Salary: Kent Range - KSA
Location: Chantry Community Primary School, Ordnance Road, Gravesend,
Kent DA12 2RL

Job Purpose

The primary purpose of the school administrator is the provision of daily administrative support for the school.

Duties & Responsibilities

- Completing first day child absence calling by liaising with the Attendance Coordinator.
- Completing attendance referral paperwork, liaising between the Attendance/Admissions coordinator and Kent County Council.
- Control of Parent Pay debt collection and chasing, communicating with parents via phone and email.
- Coordination of Parent Pay in relation to school trips and liaising with the Trust financial team.
- Using the system Evolve to coordinate the management of school trips and risk assessments. To write risk assessments for school trips.
- Sending parent communications via the in-school management systems.
- Coordination of the schools marketing, ensuring they are promptly scheduled, proofread and uploaded. (Facebook, Instagram, LinkedIn and TikTok)
- Providing administrative assistance for school events e.g. School Fairs, Prize Givings, as appropriate.
- Using the in-school management systems to upload parent teacher reports.
- Conduct phone-based enquiries to gather information, resolve issues, and support operational needs
- Manipulate and present data using in school systems and Microsoft Excel.
- Produced written correspondence, including formal letters and information requests, to support day-to-day administrative operations
- Provide reception cover in absence of colleagues/during breaks.
- To administer first aid for children as required
- Attend meetings where possible.

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our **Professional Growth Model**—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from **ongoing professional development**, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a **high-performing, empowered workforce** focused on improving outcomes for all pupils through shared learning and growth.



Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



Person Specification

Qualifications	Essential	Desirable
GCSE or equivalent level, including at least 4 (Previously Grade C) in English and Maths	X	
Experience	Essential	Desirable
Experience of providing efficient administrative assistance		X
Experience of working in a busy, fast-paced office environment		X
Experience of working in a school or other educational setting		X
Experience of using Class Dojo, Arbor and CPOMS		X
Knowledge	Essential	Desirable
Excellence Literacy and Numeracy skills	X	
Effective administrative and organisational skills	X	
Good ICT Skills to include Outlook, Word, Excel & PowerPoint	X	
Ability to maintain high standards under pressure	X	
Problem solving skills and the ability to apply tact and diplomacy when appropriate	X	
The ability to build effective working relationships	X	
The ability to priorities tasks and to show initiative when dealing with day-to-day situations	X	
Knowledge of guidance and requirements around safeguarding children		X
Skills & Abilities	Essential	Desirable
Organised and self-motivated	X	
Friendly and flexible manor	X	
Excellent interpersonal skills	X	
An ability to work effectively and collaboratively as part of a team	X	
Ability to work under pressure and meet deadlines	X	
Ability to maintain a high level of confidentiality	X	
Commitment to safeguarding, pupils' wellbeing and equality	X	
Resilient, positive, forward-looking and enthusiastic about making a difference	X	

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check.



Summary of Terms & Conditions

Start date:	January 2026
Contract Type:	Part-time temporary until Jul 2026
Place of Work:	Ordnance Road, Gravesend, Kent DA12 2RL
Hours & days of work:	20 hours per week, Mon-Friday, term-time only. 4 Hours to be worked per day with working hours to be discussed at interview.
Salary:	Kent Range KSA Full time salary £24,513 Actual salary between £11,253.46
Holiday:	Entitlement of 28 days annual leave rising to 30 days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	One month to be worked during term-time
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Benefits

Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare:

Non-contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

Professional Growth:

“We don’t appraise. We grow” We believe professional growth is not a once a year event but an everyday commitment. That’s why we’ve replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils.

Continuing Professional Development:

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”

“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.



"I have learned so much during these workshops and I am extremely grateful for them"

"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2025 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £17,800	5.5%
£17,801 to £28,000	5.8%
£28,001 to £45,600	6.5%
£45,601 to £57,700	6.8%
£57,701 to £81,000	8.5%
£81,001 to £114,800	9.9%
£114,801 to £135,300	10.5%
£135,301 to £203,000	11.4%
£203,001 and above	12.5%

Other Benefits:

Two-week, half-term break in October (TTstaff/Teachers only)

Employee Referral Scheme:

Up to £500 payable for a new employee referral across the Trust

Family Friendly Policies:

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

Cycle Scheme:

The Trust is a member of the Cycle to Work Scheme.

Car Parking:

Free onsite parking (we are in a ULEZ free zone)

Catering:

On site catering at affordable prices



Employee Discounts include: 20% discount off membership for Avenue Tennis
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free annual subscription to Headspace

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



The Recruitment Process

Closing date: Monday 15th December 2025 at 9am

Interview date: Week commencing Monday 15th December 2025

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page [Our Vacancies](#)

If you wish to discuss the role, please contact **Kathryn Duncan** via email dunck001@chantryprimary.co.uk

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.



Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department.

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



Living and working in Kent

Kent is the largest and most populated county in the UK with 1.59 million residents and a workforce of 953,900 people. The Garden of England is the perfect place to live, work and play.

With its bustling towns and peaceful landscapes, why not have the best of both worlds and consider working in Kent.

Getting around

Kent has excellent road and rail links to London and the continent, making it the perfect location for work and leisure.

Kent offers easy motorway access to London and 3 international airports.

By rail, London St Pancras is 17 minutes from Ebbsfleet and 37 minutes from Ashford. Eurostar services run to many European cities from Ebbsfleet and Ashford International stations.

Mainland Europe is easily accessible via Eurotunnel and ferry services from the port of Dover.

Education and childcare

If you have a family, find out about the range of schools and childcare options available to you:

- [search for education](#)
- [search for childcare](#)

Kent has 4 universities providing learning to more than 44,500 students and in excess of 14,000 graduates each year.

Leisure

With over 1,000 square miles of beautiful countryside, 200 miles of unspoilt coastline and more historic homes and castles than any other county, Kent provides a varied and interesting range of places to live and visit.

We have a number of everything from historical towns and coastal towns to shopping centres and bustling high streets - [find out about the different destinations.](#)

With more than [200 parks, 100 walks and many cycle routes](#) Kent is a great place if you enjoy the outdoors.

There are many theatres in Kent including the New Marlowe Theatre in historic Canterbury, and the coastal town of Margate is the home of the Turner Contemporary art gallery, opened in 2011 by Tracy Emin.



School Administrator



Salary: Kent Range KSA £24,513 FTE
Start date: January 2026 – temporary until July 2026
Hours: 20 hours per week, term-time only
Location: Ordnance Road, Gravesend, Kent DA12 2RL
Closing date: Monday 15th December 2025 at 9am
Interview date: Week commencing Monday 15th December

We are looking for a dedicated, passionate and committed Administrator to join our friendly and welcoming school. Someone who is organised, a great team member and is ready for a new challenge every day.

In return, we will offer you:

- an incredibly supportive group of colleagues and leaders
- comprehensive induction programme with a commitment to CPD
- Care First employee assistance programme
- non-contributory membership of Benenden private health care cover
- membership of the Local Government Pension Scheme
- two-week half term in October
- cycle to work scheme

For further details on this role and to apply please complete an application form which can be found on the school's careers page [Our Vacancies | Chantry Community Primary School](#)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Kathryn Duncan** on **01474 350011** or via email dunck001@chantryprimary.co.uk

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications

Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



Our Location

Chantry Community Primary School

Ordnance Road
Gravesend
Kent
DA12 2RL

Tel: 01474 350011

Email: office@chantryprimary.co.uk

Website: www.chantryprimary.co.uk

what3words: [scarcely.gentle.opens](https://www.what3words.com/scarcely-gentle-opens)

