28th Feb 2024

Dear Candidate,

I am delighted that you have taking an interest in the Admin Officer position at Allfarthing Primary School, we are a two form entry primary school situated near Wandsworth Common. We have two outside spaces, a forest school, dance hall, science room and many other interesting areas as well as close rail links and a carpark onsite.

Our school vision is:

**Excellence for All**

* Children are engaged and leave with strong connections, a sense of achievement and have

reached their potential.

* A whole team culture of kindness and excellence. People who feel valued and are keen to

grow.

* An enriched curriculum that enables everyone to reach their full potential.
* An inclusive community in which everyone feels welcome.

The Admin Team consists of:

Business Manager – 4 days a week; 1 F/T Admin Officer; 1 P/T Heads PA and 1 P/T Admin Officer.

Our behaviour policy is built on Paul Dix’s book ‘When The Adults Change Everything Changes’ and our three school values are ‘Be kind, Be safe and Go above and beyond.’ We believe strongly in giving staff opportunities to develop here with most of our Leadership team doing NPQ qualifications, lesson studies, using Iris Connect and gallery lessons are some examples of professional development our staff have had in the last year. We are also active members in the Wandsworth maths and literacy hubs.

We also believe in staff kindness and wellbeing. We start each week with ‘Shines’ in briefing, have a staff shine board, offer paid and unpaid wellbeing days to all staff as well as having achieved our wellbeing for schools award two years ago.

Please take the time to read through all the candidate information and visit our website-the school newsletters will give you a valuable snapshot of the school and find out more about Allfarthing.

We have an enthusiastic teaching staff with a range of experience that are keen to progress the school further. This is an exciting opportunity for the right candidate to join an innovative and dynamic team.

Finally I have just added a few quotes from our most recent staff survey when we asked what was going well as well:

*The Curriculum has developed massively and new behaviour system is more beneficial for children to learn the correct behaviour.*

*The School have worked hard to promote kindness. The SENCO works very hard to support staff with children with SEN and behaviour needs.*

*There is a really clear vision for the school. A focus on kindness is essential and I think the leadership team are doing a wonderful job at keeping this at the core of everything we do in school.*

Yours sincerely



James Heale

Headteacher

**Closing date is Monday 18th March 2024 by 4pm.**