



**Roseacres Primary School** Roseacres, Takeley, Bishop's Stortford, CM22 6QY

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Website: [www.roseacres.co.uk](http://www.roseacres.co.uk) Head teacher: Mrs I. Barron

May 2019

Dear Applicant,

**Office Administrator Vacancy Part-time Permanent**

Thank you for showing an interest in the above mentioned post at our school. Roseacres Primary is one of three schools in the newly created multi- academy trust 'The Learning Partnership Trust' (TLPT), Hatfield Heath being the lead school and then Takeley Primary. The Trust's vision is to serve our local communities and children by providing an outstanding education, with an absolute commitment to the highest standards of education, based on a can-do culture of continuous improvement and innovation. As an employee of the Trust, there is the potential for wider professional development opportunities for training and personal development, as we aim to work collaboratively across the schools to share and develop best practice in all staff roles.

Roseacres is a new school opening in September 2015 with only 33 pupils on roll! Now with over 150 pupils and seven classes, it caters for pupils in Years R to Y5. It is on the former site of Takeley Primary which relocated to a brand new school on Priors Green development in Little Canfield. Takeley has and is still undergoing significant change due to continued local expansion resulting in a high demand for primary school places. Consequently, in September '18 a 'bulge' Reception cohort was admitted and a further building project recently completed providing two additional classrooms.

At Roseacres we are a happy, friendly school where we aim to be the best we can be. We pride ourselves in the family orientated environment that we have created in partnership with our parents, who are very supportive of our school, and as recognised as GOOD in the first ever Ofsted Inspection (July 18).

If you are excited by the prospect of joining us in order to further our efforts in shaping the future of our children and school and have varied skills and talents to offer, then we would encourage you to apply.

Please refer to the further particulars and jobs description for more information. However, if you would like to an informal visit/chat about the position, please telephone the main office and ask to speak to Sarah Bentley, Office Manager.

We hope that the accompanying information will encourage you to apply for the post and on behalf of the Trust we look forward to receiving your application.

Yours faithfully

Isobel Barron

Head teacher