Hayward's Primary School

Could you be a Hayward's Hero?



WELCOME!

I am delighted to introduce myself as Andy Smith, the headteacher of Hayward's Primary School. I work closely with my two Assistant Headteachers, Clare Bedford and Kat Seller, and the whole school team, to make sure that Hayward's is the best place for children to come to every day.



In the following pack, we hope to do the following:

- Share some background information about our school
- Provide a description of the role with an indication of the types of skills and attributes we're looking for
- Provide information about how to apply for the role.

If you have any questions at all, please don't hesitate to contact:
kbrett@haywards.devon.sch.uk

Kind regards,

Andy, Clare, Kat, Kirsty (Senior Leadership Team)

Hayward's Primary School

Health and Safety Assistant



Hayward's Primary School: JOB ADVERT

Health and Safety Assistant – Hayward's Primary School

13 hours per week Admin Assistant | NJC grade C | Hours to be negotiated
Start Date: ASAP

Hayward's is a caring, inclusive and values-driven primary school where children come first. We are looking for a Health and Safety Assistant who shares our deep belief that every child deserves to feel safe, valued and supported to achieve their best. If you are someone with a growth mindset, a logical administrative personality, compassion at your core and a genuine love of working with others, we would be delighted to hear from you.

About Our School

Hayward's is a thriving town school which serves its local community. We are one of two primary schools in the community, and we have a distinct identity.

In the last 8 years, under the headship of Andy Smith, our school has grown into the two-form entry school that it now is, its numbers rising due to the increased popularity of the setting. We have developed a reputation within our community as a school that deeply cares about the children and families it works with. We are committed to providing high standards of teaching and learning within an inclusive environment.

Inclusion and well-being are at the heart of everything we do for both children and staff. Through an unwavering pastoral approach, we have raised the expectations of the children we teach, and our SATs results are on a positive up-trend; this is something that we are proud of, knowing that children leave us academically ready for Year 7, while we've never lost a sense of commitment to the 'whole' child.

Our History

Hayward's School has served the local community in the rural town of Crediton since 1860, when it was first opened in the old buildings next to the present school site. The school moved to its present location in 1937, and in 2003 benefited from a wonderful rebuilding programme which resulted in the airy, welcoming and up-to-date accommodation we all now enjoy. Hayward's now has access to the old youth centre, where it is able to provide facilities for high-quality Music, DT (Design and Technology) and Art.





Our Staff Values

Hayward's is a thriving school and the 'heartbeat of the Crediton community' (Ofsted 2026).



At Hayward's, our values are more than words; they shape the way we work, learn and support one another every day. We are committed to acting with integrity, treating everyone with respect and showing compassion to our pupils, families and colleagues. Through collaboration, we work as one team, sharing expertise and celebrating success together. We value learning as a lifelong process, encouraging professional growth, reflection and continual improvement. We approach challenges with endeavour and determination, always striving to provide the very best outcomes for every child. These values underpin our decisions, our culture and our ambition to be a school where both children and staff flourish.

Person Specification: We are looking for someone who:

- **Embodies the vision and values of Hayward's, placing children and families at the heart of all they do** … through consistently treating pupils, parents, visitors and colleagues with kindness, professionalism and respect; contributing positively to a collaborative team culture; maintaining confidentiality; and being organised, reliable and prepared in all aspects of their work.

- **Is highly organised, adaptable and confident in using administrative and IT systems** …supporting the smooth and efficient running of the school through effective organisation and professional administrative practice; prioritising tasks effectively; managing competing demands with flexibility; maintaining accurate records and databases; confidently using Microsoft Office applications and school management systems; producing high-quality correspondence, reports and documents; meeting deadlines; and ensuring information is handled securely and in accordance with data protection requirements.

- **Communicates clearly and confidently with a range of audiences** … through strong written and verbal communication skills; producing accurate correspondence and documentation; handling telephone and face-to-face enquiries professionally; and sharing information appropriately with staff, contractors and external agencies.

- **Is proactive, organised and able to use initiative effectively** … through identifying tasks that need attention; solving problems independently where appropriate; preparing resources and information to a high standard; and understanding when to seek guidance while taking responsibility for their workload.

- **Supports the wider school community** … through contributing positively to the school's day-to-day operations; working collaboratively across teams; maintaining a professional approach to working with contractors and staff including the school caretaker; and helping to ensure the school operates safely and efficiently for the benefit of pupils, families and staff.

What we can offer you:

Why Join Hayward's?

- **You'll join a strong, welcoming and supportive team** – colleagues who look out for each other, collaborate openly and know how to share a laugh, even on the busiest days.
- **You'll be valued by a compassionate leadership team** – leaders who prioritise staff wellbeing, care deeply about their people and ensure everyone feels supported, trusted and heard.
- **You'll come to a school that feels like home** – a warm, inclusive environment where you can be yourself, feel a true sense of belonging and take pride in the difference you make.
- **You'll be part of an exciting school journey** – following a recent Ofsted visit, we are building confidently on our successes and are committed to making the next four years a period of growth, innovation and continued improvement.

How to Apply:

Please follow the link below, which will you take you to Devon County Council Application form.

Please limit your supporting statement to no more than 2 A4 pages, explaining and demonstrating how your values, mindset and experience make you a suitable candidate for the job.

Closing date for applications is Friday 13th November.

Interviews will be held on Wednesday 18th November.

Safeguarding:

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Our child protection policy is available at

Child Protection Policy

This post is subject to an enhanced DBS check, an online check and references.