



Welcome Back!

Hi everyone.

Another week has flown by.

Two major items to share this week.

Job opportunity!

Firstly, you will all be aware that Alison Brewin, our incredible admin assistant, is leaving us for a life of relaxation, excessive travel, and general frivolity – no envy in those words at all!!!

Of course, that leaves us with a gaping hole to fill in our office...

See an advert below for the role. We have had some interest, and it has been gladly received. Please feel free to come in and ask about the post – we will have packs available from Monday.

The closing date is Friday 6th February.

Please see the advert below:

Administrative Assistant

Hours: 3 ½ days

Monday 12-3.45pm

Tuesday-Thursday 08.15 – 3.45pm (1/2 -hour lunch not paid) = 24.75 hours

Start Date: 13.04.26

Contract: Permanent

Salary: £17,422 - £17,999 depending on experience

About Our School

We are a welcoming and inclusive school at the heart of our community, where children, families and staff work together to create a happy and supportive environment. Our school office plays a vital role in this, and we are seeking a kind, organised and approachable Administrative Assistant to join our friendly team.

This role is often the first point of contact for parents, visitors, and pupils, so we are looking for someone who enjoys working with people and will take pride in helping our school run smoothly each day.

About the Role

Working as part of a small and supportive office team, you will provide essential administrative support and contribute to the warm, calm, and efficient running of the school. No two days are the same, and this role would suit someone who enjoys variety and being part of a busy school community. The role would be working at Burrough Green and Great Wilbraham Primary Academy.

Key Responsibilities

- Welcoming parents, pupils and visitors and supporting a positive first impression of the school

- Answering telephone and email enquiries in a friendly and professional manner
- Maintaining accurate pupil and school records using our management information system (Arbor)
- Supporting attendance administration and daily registers
- Assisting with admissions, newsletters, and general communications
- Handling information sensitively and always maintaining confidentiality
- Providing general administrative support, including filing, data entry, and document preparation
- Supporting school events and day-to-day operational tasks as needed

We Are Looking For Someone Who:

- Has experience in an administrative role
- Is warm, friendly and enjoys working with children and families
- Is highly organised with good attention to detail
- Has strong IT skills, including Microsoft Word, Excel, and Outlook
- Communicates clearly and confidently with a wide range of people
- Can work calmly under pressure and manage competing priorities
- Understands the importance of safeguarding and confidentiality within a school setting

What We Offer

- A friendly and supportive staff team
- A positive and caring school environment
- Training and professional development opportunities
- The chance to play a meaningful role in the life of our school community

How to Apply

Visits to the school are encouraged and can be arranged by telephoning the school office and speaking to Mrs Sara Lawford, Office Manager, Application forms and information packs are also available from the school office: slawford@bg.act-academytrust.org or telephone 01638 507236

Closing date: 12 noon Friday 6th February 2026

Interviews will be held week commencing 23rd February 2026

Safeguarding

Burrough Green Primary Academy is committed to safeguarding and promoting the welfare of children and expects all staff, parents, and volunteers to actively share this commitment. All appointments are conditional and subject to pre-employment checks, including an enhanced check with the Disclosure & Barring Service (DBS) as well as social media checks. We welcome applications from all sections of the community regardless of gender, race, religion, disability, sexual orientation, or age.

Please note: We only accept applications which comprise of a completed application form and covering letter. In line with safer recruitment, we are unable to accept CVs. Failure to complete an application form satisfactorily may result in not being shortlisted for the post.

We have the right to withdraw the advert at any time.

Burrough Green Primary Academy is part of the ACT Multi Academy Trust

ERB

You will have all had received two letters regarding the ERB – the first letter outlined the ERB, its purpose and how it will work at Burrough Green, the second gave you the joining links for a Teams meeting on the 5th February.

There is a consultation event in school on **Thursday 5 February 9.00am to 10.30am.**

For those interested but unable to attend the consultation event at the school, a virtual consultation event will be held via **Teams on Thursday 5th February 6.00pm to 7.30pm.**

The online consultation Teams meeting details are:

Burrough Green ASD ERB - Online Consultation event - Teams meeting

Meeting ID: 313 161 928 542 67 Passcode: kF7JH6rV

Some of you may also have noticed a page under the Key Information Tab on the school website with all available paperwork. This will be added to as we move through the consultation process.

Parents Evenings

Bookings are open on Arbor for Reception to Y5 – from 15.30pm – 18.30pm

Take care everyone and wrap up warm – the cold is coming again!

Have a great weekend everyone.

Warm regards,

David Sandford and the BG Team

Menu w/c 26.01.26

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Pizza – Margarita (G)(MK)	Toad-in-the-hole with gravy(G)(E)(MK)	Homemade Chicken Nuggets (MK)(G)(E)	Mild Chicken Curry with Rice	Fish fingers (G)(F)
Option 2	Omelette and Chips (E)	Vegetarian Sausage Toad-in-the-hole with gravy(G)(E)(MK)(SO) (SD)	Vegetable Stir Fry with Egg Noodles (SO)(E)	Bacon and Cheese Pin Wheels (MK)(G)	Gnocchi with Pomodoro Sauce (G)
Side dish	Beans, Sweetcorn	Roast potatoes, carrots, peas	Potato wedges, beans, peas	Carrots, Sweetcorn	Chips, beans, sweetcorn
Option 3	Jacket Potato with Choice of toppings, beans, beans & cheese (MK), cheese (MK), Tuna Mayo (F)	Pasta in a Tomato Sauce (G)	Jacket Potato with Choice of toppings, beans, beans & cheese (MK), cheese (MK), Tuna Mayo (F)	Pasta in a Tomato Sauce (G)	Jacket Potato with Choice of toppings, beans, beans & cheese (MK), cheese (MK), Tuna Mayo (F)
Option 4	Egg mayo wholemeal bread roll (G)(E)	Tuna Mayo Wholemeal Roll (F)(G)	Cheese wholemeal Roll (G)(MK)	Cheese wholemeal Roll (G)(MK)	Egg mayo wholemeal bread roll (G)(E)
Dessert	Chocolate Brownie (E) (G)(SO) Fruit, yogurt (MK)	Flapjack (G), Fruit or Yogurt (MK)	Fruit Muffin (MK)(G)(E), Fruit or Yogurt (MK)	Lemon Drizzle Cake (E) (G) Fruit, yogurt (MK)	Swiss Roll (G)(E) Fruit, yogurt (MK)
All jacket potatoes and bread rolls have a side salad. A slice of baguette is available to accompany the main meal.					

1.Allergen Key: Celery (C), Cereals (G), Crustaceans (CR), Egg (E), Fish (F), Lupin (L), Milk (MK), Molluscs (MS), Mustard (MU), Nuts (N), Peanuts (P), Sesame Seeds (SE), Soya (SO), Sulphur Dioxide/Sulphites (SD)

Celebrating Achievement at Burrough Green

Every Monday, in our assembly, we recognise and celebrate children who have shown evidence of our school value Aspiration, Resilience and Kindness.

ARK Children are:

Malala Class	Pippa – Tommy & Poppy - Poppy
Einstein Class	Eva – Ben - Archie
Teresa Class	Charlie – Chloe - Lunaire

Upcoming Events

Please make sure you check our [school calendar](#) to stay up-to-date with information about future events, term dates, training days etc

January

27th January Yr6 Parent Evening – from 2.45pm – 4.15pm

28th January Full Governors Meeting

February

2nd February Reception & Y6 Measuring/Weighing

5th February Consultation event in school on **Thursday 5 February 9.00am to 10.30am.**

9th February Parents Evening – Reception to Y5 – from 15.30pm – 18.30pm

12th February Small Schools Hockey – Wilberforce Road

16th – 20th February Half Term

24th February ISP Meetings

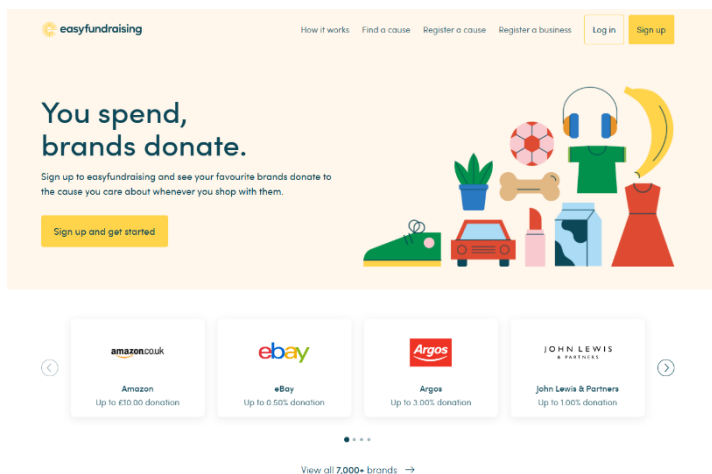
18th March Small Schools Tag Rugby

19th March Full Governors Meeting

27th March Owls closed

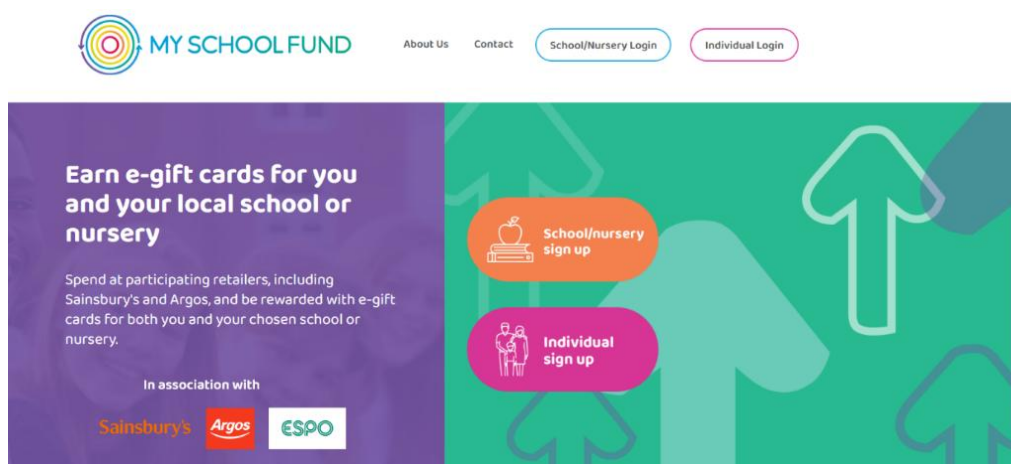
27th March End of term

All you have to do is download the Easy Fundraising App and then select your store!



Easyfundraising.org –There are lots of retailers and service providers on the list, businesses you normally shop with anyway. Even if you log into your favourite retailer through the app half way through, it saves your basket, so you don't have to do anything different. **Try it, it really does make a difference!**

<https://www.easyfundraising.org.uk>



My School Fund - In association with Argos and Sainsbury's, we have a new way to fundraise for the school when you are shopping. Every time you make a purchase, both you and BG benefit with cashback. A flyer is attached to this email. Click on the link to register as an individual and link your account to the school. <https://www.myschoolfund.org/#/>