

School Office Administrator

28 hours per week

Term Time plus one week (39 weeks)

Scale D - £15,482 (actual salary) point 6

Scale D - Fulltime pay range – point 6 (£23,893)

Permanent

Required as soon as possible

Clarion Corvus Trust is seeking to employ an School Office Administrator at Aslacton Primary School. You will be an enthusiastic, well-motivated person to provide a high standard of secretarial, ICT and administrative services to the school, its teachers and students and, by working flexibly, ensure that duties are carried out efficiently and effectively. Undertake word processing duties, both of a general nature and in respect of support to specific staff and undertake reception duties as required, including dealing with basic student first aid, receiving telephone calls externally and internally, dealing with students, visitors, deliveries.

At Aslacton we are committed to a child centred approach and have high aspirations for every child in our care. We believe in the potential of our pupils and strive to ensure that every child can succeed. We provide a safe, stimulating environment that is inclusive for all, where learning is enjoyable yet meaningful.

Your opportunity

By joining Aslacton Primary School, you will become part of a staff dedicated to and passionate about securing the best possible outcomes for our young people. We can offer you:

- The chance to work as part of a forward thinking dynamic team
- A creative and innovative environment
- Excellent opportunities for career and professional development
- A welcoming and supportive staffing body
- Enrolment to the Local Government Pension Scheme

Contact with the school is warmly welcomed and encouraged, please contact the office on 01379 677345 to make arrangements for a call or a visit.

For more information and a full application pack including job description and person specification, please see our website www.aslactonprimary.org.uk or email office@aslacton.org to request an application pack.

Please send completed application forms to office@aslacton.org

Closing date: 9.00am on Wednesday 8 May 2024

Interviews will be held: Friday 10 May 2024

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is likely to come under the requirements of the Childcare (Disqualification) Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

This post is exempt from the Rehabilitation of Offenders Act and you will be required to undergo an Enhanced DBS check or Enhanced DBS check with barred list. If you have information to declare it may be protected under the Exceptions Orders and you may not be required to declare it. You will be asked to make a criminal conviction declaration if you are shortlisted for the post. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website..