**Administration Officer**

**Required to start:** September 2022

**Salary:** £10.01 per hour (£19,311 pro rata, per annum)

**Hours:** 35 hours per week; 39 weeks per year (term time only including TD days)

**Closing date:** Friday 2nd September 2022 @ 12pm  **Interviews:** w/c 5th September 2022

Great Wishford Church of England (V.A.) Primary School is a happy and caring school where the staff are dedicated to creating a great place for children to thrive and learn. As part of the Acorn Education Trust it provides exciting opportunities to improve local education.

**We would like to hear from you if you:**

* have achieved grade C, or above, in 5 GCSE subjects, including Maths and English;
* have experience of working in a school office and/or have the skills to run the office of a village primary school
* have the ability to work under pressure and to meet deadlines;
* have the ability to work effectively as part of a team;
* have great communication skills;
* have competent IT skills;
* are energetic, enthusiastic and dynamic;
* have the ability to handle problems quickly and efficiently;
* have the ability to make effective decisions.

**Roles and responsibilities to include:**

* To liaise with the services provided by The Acorn Trust including Finance, HR, Site, IT and Catering;
* To ensure all legal admin tasks are completed in good time and to a high standard;
* To ensure all data held about individuals within the school community is up to date and held in line with data protection guidelines;
* To liaise with and provide a high level of customer service to all the school’s stakeholders eg staff, parents, Academy Council, visitors etc…;
* To maintain high levels of confidentiality and professionalism at all times.

For for more information please contact the School Office on 01722 790 433 or by email [admin@greatwishford.wilts.sch.uk](mailto:admin@greatwishford.wilts.sch.uk)

To apply, please visit the [Acorn Education Trust website](https://www.acorneducationtrust.com/972/current-vacancies), download and complete an application form.

*As part of the Acorn Education Trust, Great Wishford Church of England (V.A.) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Discloure And Barring Service check and Health Screening before appointment is confirmed.*