



The Consortium Multi Academy Trust

Head Office Telephone Number: 01986 835670

Head Office Email: businesssupport@consortiumacademy.org



Administration Assistant St Edmund's, Hoxne Primary School

Days: 28.75 hours per week, 38 Weeks per year – Maternity Cover Contract

Times: 8.45am – 3.30pm Monday to Friday, 1 hour unpaid lunch

Venue: St Edmunds Primary School with mobility across the Trust.

Salary: Starting point 3 £9.83 per hour

We can offer:

- Competitive salary
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive Wellbeing support package
- Opportunity for career progression

Requirements: We are looking for an Administration Assistant who has :-

- GCSE grades C or above in Numeracy and Literacy;
- experience and knowledge of Early Years funding
- strong IT skills, knowledge of Excel spreadsheets
- a good level of numeracy and literacy
- knowledge of cash handling, banking and financial procedures
- a good knowledge of general office procedures
- the ability to work on your own initiative as well as part of a team
- the ability to prioritise workload
- the ability to be adaptable, discreet and maintain confidentiality
- the ability to remain calm and cheerful under pressure in a busy environment.

Desirable but not essential:

- Knowledge of school-based software particularly attendance
- Knowledge of maintaining a website
- Experience of working in a school/nursery environment.

Qualifications: GCSE grade C/4+ or above in Maths and English;
Has a good level of computer literacy;

Line manager: Academy Head

Training: As required.

Start date: Sept 2021

Closing Date: 17th May 2021

Interview date: w/c 24th May 2021

The Consortium Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check.

For an informal conversation regarding this post please contact the school direct or for an application form and job description contact Julie Rogers at Mendham Primary School on **01379 852520**, or at officemendham@wvpschools.org