



ADMINISTRATION ASSISTANT VACANCY

£10154 - £10775 per annum
Permanent contract

Part time – 25 hours per week, term time only
Monday - Friday – 8am - 1 pm

We are seeking to appoint an efficient Administration Assistant to join our school office team.

Being the first point of contact for all incoming enquiries we are looking for someone who is able to promote a professional image of the school at all times and offers an efficient, welcoming and courteous reception and administration service. We require someone who has excellent communication and organisation skills, who works well under pressure, is able to use their own initiative and can deal with situations in a positive and calm manner. This role provides administrative support to school colleagues therefore the successful candidate will have a good level of IT skills, will have previous administration experience and is flexible to adapt to the challenges of the school day.

Arnbrook Primary School is part of Believe Academy Trust. We put our employees at the heart of everything we do. As a Trust we were accredited on the Times Best 100 not-for-profit organisations list for 2018, demonstrating our ongoing commitment to making the schools within our Trust a great place to work.

We are able to offer you:

- The opportunity to join a positive, supportive and forward-thinking staff team
- Enthusiastic, polite and well-mannered pupils and supportive parents and carers
- Access to wellbeing services such as physiotherapy, mindfulness, gym classes and expert advice to support your wellbeing
- Access to the Local Government Pension Scheme

If you would like to apply for this position please submit your application by the closing date of noon, Friday 15th October 2021. Interviews will be held week commencing 1st November 2021

Believe Academy Trust is committed to safeguarding and promoting the welfare of children. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointments to any post are subject to vigorous pre-employment checks including an enhanced Disclosure and Barring Services (DBS) check, a barred list check and Disqualification Declaration. A start date for successful job applicants will not be confirmed until clearance from all the above checks has been obtained. The job role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020)

Sharon to add detail below to Indeed instructions

If you would like to apply for the vacancy please download an application pack from the school website <https://www.arnbrookprimary.net/> or call the school office to request an application pack on Tel: 0115 9190199. Completed applications should be returned via email to hr@believevacdemystrust.net or by post to Arnbrook Primary School, Bestwood Lodge Drive, Arnold, Nottingham, NG5 8NE.