



School Administrative Officer Level 1
Required from 17th April 2023
Part time 18.5 hours per week Job Share (Wednesday PM – Friday)
Term time only
Permanent
Salary Grade B point 2-3 (FTE £20,441-£20,812 per annum)
£8,752.17 Actual Salary per annum

Ravensdale Junior School is seeking to appoint a **School Administrative Officer** to support the Office Manager to provide routine general clerical, administrative and financial support to the school.

Would you like to join a school where there is often laughter in the staffroom, where visitors frequently comment on our calm and caring atmosphere and where staff are as dedicated to looking after each other as the children? If so, we would welcome your interest in this position.

We warmly welcome applications from motivated individuals to join our dedicated and highly effective team from 17th April 2023. The role will include collection of monies from parents and pupils, routine clerical support such as reprographics, filing, word processing and data input on the schools computer systems

You will:

- have general office or similar experience
- be accurate and take pride in your work
- work well as part of a team
- be literate and numerate;
- have excellent communication skills with children and adults

In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful learning environments
- Friendly, polite, well behaved children who deserve the very best
- Excellent partnerships between pupils, staff, parents, governors and community
- A forward-thinking approach to teaching and learning throughout the school
- Career opportunities as part of a successful Multi Academy Trust

Visits to our school are warmly welcomed and have been arranged for Thursday 23rd March at 10am Please contact the school office to confirm your attendance or let us know if you require a different time of the day.

How to apply

Equality and diversity matter to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality. We are a Disability Confident Committed Employer and as such anyone who is registered disabled and meets the essential person specification criteria will be shortlisted for interview.

Please complete the online application form which you will find on the Transform Trust website <http://www.transformtrust.co.uk/vacancies>. Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for.

Any questions or queries should be directed to Mrs L Knight at Ravensdale Junior School, Email: l.knight@ravensdalej.derby.sch.uk Telephone: 01332 512373

Closing date for applications: 19th March 2023

Interviews will be held on: 30th March 2023

Transform Trust is a Multi Academy Trust with over 7000 children in 20 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus. We believe education has the power to transform lives and communities. Our purpose is to be an innovative and inclusive Trust working for all children. We are an employer that encourages flexible working and promotes wellbeing through workload considerations.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children