

Vacancy for Admin Assistant

Career Break Cover

Post Admin Assistant

Salary: Grade 5

Scale point 4 to 6 commencing on 4

£19,583 – actual salary (pro rata)

Job Term: Fixed Term to cover a Career Break

15th April 2024 to 13th April 2025

Appointment: Career Break – 15th April 2024 to 13th April 2025

Hours: Term Time Only (44.058 weeks)

37 hours per week

Monday to Friday

8am to 4pm daily with 30 mins lunch (3.30pm on a Friday)

Note: We are open to considering offers of a different working pattern but to meet the needs of the school the core hours of the post need to be 8am to 2pm as a minimum 5 days per week.

Location: Woodfield Primary School

As a member of staff you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience. Therefore, you could be required to work in any school within the Academy Trust.

Organisation The Rose Learning Trust

The Local Governing Body are looking for an enthusiastic, talented and committed Admin Assistant who can make an outstanding contribution to supporting the education within our school.

Woodfield is a large primary school in Balby, Doncaster with approx. 380 children on roll. We strive to promote an inclusive child centred approach to learning, where our core values of aspire, create, respect, explore and engage are at the centre of everything we do.

- **Do you believe in giving every child the opportunity to be the very best they can be?**
- **Do you have a sense of humour and enjoy contributing to a hard-working and committed team?**
- **Are you passionate about making a difference?**

If so, then come and join us.

We are looking for a hardworking and dedicated Admin Assistant to support our established team of Admin Officers. A vacancy exists for someone to cover whilst an existing member of the team has a one year Career Break. The person covering this role will be someone who:

- Is an enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role
- Has a good level of general education - English and Maths at GCSE C (4) or above is essential
- Can use their initiative to work independently and flexibly.
- Has experience of working within an office on a range of computer programs including Word & Excel
- Enjoys working with children and forms good relationships with both children and adults.
- Understands the importance of confidentiality.

The position is term time only but it is vital that the appointed person can be flexible in terms of hours and availability and be able to work additional hours as requested.

We can offer:

- A friendly, caring school which is central to the community.
- An inclusive ethos with enthusiastic and motivated learners.
- A happy and welcoming school where children, parents, staff and visitors feel valued for who they are.
- A dedicated and supportive team who create an ethos of success for both staff and pupils.
- Excellent professional development opportunities across a growing Multi Academy Trust.
- Wonderful pupils and parents who support the school in all that it does.
- Access to a range of supportive initiatives including Flexible Working Policy, Eyesight test Policy, Menopause support Policy and Wellbeing Insurance.

Application forms are available via email: admin@woodfield.doncaster.sch.uk Please ensure that completed applications reflect the requirements of the person specification.

Completed applications to be returned directly to the school.

Closing date: 12 noon Monday 11th March 2024

Shortlisting: 1pm Monday 11th March 2024

Interviews: Tuesday 19th March 2024

This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check. In line with our safer recruitment policy two reference will be sought before we interview.

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

“The Rose learning Trust is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children’s barred list check. Shortlisted Applicants will be required to complete a self-disclosure.”

