

MARISH ACADEMY TRUST

MARISH PRIMARY SCHOOL

Tel: 01753 819900,

post@marishandwillow.co.uk.

WILLOW PRIMARY SCHOOL

Tel: 01753 551854,

officewillow@marishandwillow.co.uk

www.marishacademytrust.co.uk

Executive Headteacher: Mrs H G Denham B.A., M.Ed. Headteacher: Miss A Court B.A., NPQH

Deputy Headteachers: Mrs L Howe, Mr D Sinclair, Mrs N Gentles, Miss E Dowe, Mrs S Quadir



Trustwide Office Administrator (Incorporating Reception and Administrative duties)

To provide a professional and efficient reception and administrative service. This is a very busy role so you will need a calm and proactive approach. This is a great opportunity for an enthusiastic and willing person who wants to develop alongside our evolving schools.

Hours: 37 hours per week Term Time plus 5 inset days and 3 weeks during school holidays– no leave taken during term time. 8:00am-4:00pm (Fixed Term Contract).

Salary: Salary range NJC scale point 05-15 depending on experience and willingness to develop. (£19,016.58 - £22,985.94 actual inc Fringe Weighting)

Responsible to: Trustwide Executive Administrator

Please apply at: <https://crinklerecruitment.com/School/Marish-Academy-Trust-207> or directly to Marish Academy Trust by emailing attached application form to: hr@marishandwillow.co.uk

Closing Date: Tuesday 30 August 2022 noon

Interviews date: to be confirmed

Position to commence: Ideally September 2022

Please ensure that all gaps in employment are explained in your application, and all referees provided must include current/latest employer and your Line Manager or the Headteacher.

CVs will not be accepted.

All disabled applicants who meet the minimum criteria for the job will be invited to interview

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references and other pre-employment checks.



The Marish Academy Trust is a charitable company limited by guarantee registered in England and Wales (registered number 08073873)
Registered office: Marish Primary School, Swabey Road, Langley, SL3 8NZ.

"WORK TO BE OUTSTANDING. DESERVE TO BE OUTSTANDING. WILL BE OUTSTANDING!"