

## **ADMINISTRATIVE OFFICER**

**The salary range is £21,543 - £23,611 (pro rata)/Scale 4, P18-P21**

**Full time, 35 hours per week (9am – 5pm), term time plus 20 days**

### **Permanent position**

An opportunity has arisen for an administrative officer to work in the administration team at Old Ford Primary Academy. The successful applicant will report to the office manager and will be responsible for providing a professional and efficient administration service to support the smooth running of the school. This will be a demanding, varied and highly challenging role that will provide an excellent career opportunity for an exceptional individual.

The successful applicant will have:

- experience of working in a busy office/reception environment;
- excellent organisational skills;
- strong and effective communication skills;
- the ability to prioritise and have a meticulous attention to detail;
- a thorough understanding of Microsoft Office applications, including Word, Excel and PowerPoint; and
- genuine passion for and a belief in the potential for every pupil.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people and have the ability to follow the child protection procedures adopted by the Trust.

Applications are invited from those who feel they have the relevant skills, experience, drive and ambition. An application form, job description and person specification can be obtained from [www.paradigmtrust.org/careers](http://www.paradigmtrust.org/careers).

**Closing date for applications:** 9am, on Tuesday 17<sup>th</sup> April 2018 – all applications must be emailed to [hr@paradigmtrust.org](mailto:hr@paradigmtrust.org)

**Shortlisting:** Wednesday 18<sup>th</sup> April 2018

**Interview date/times:** Tuesday 24<sup>th</sup> April 2018. Shortlisted individuals will be contacted with specific times.