WOLLASTON SCHOOL

Wollaston School is a large, rural community school located in a village setting about 15 minutes drive from Northampton. The student intake draws on nearby villages and the towns of Earls Barton, Wellingborough, and Irchester. We have over 1400 students on roll with approximately 240 students in the Sixth Form. The school is over-subscribed. Wollaston School was rated 'Good' by Ofsted in April 2017.

ADMINISTRATION OFFICER

Support Staff Pay Grade F, points 16-18

(Actual Salary: £15,850- £16,326)

37 hours per week, 40 weeks per year (38 weeks term-time, 5 training days)
Mon-Thurs: 7.30 am –3:30 pm, Fri: 7.30 am – 3:00 pm (including: 30 minutes lunch)

An exciting opportunity has arisen for an exceptional administrator to join our successful admin team within this popular school. We are seeking a highly organised and flexible individual to provide a high quality administrative service which supports the efficient operation of the school. The role requires a keen eye for detail to enable the maintenance of confidential information in relation to students, admissions, child protection & providing a full range of secretarial and administrative services for the Senior & Middle Management Team. School experience will be considered, but not essential, as a proven background in a busy office environment would be advantageous.

We offer a comprehensive employee benefits package including support of the Local Government Pension Scheme, Cycle to Work Scheme, Discounted Onsite Gym Membership, Onsite Parking and Childcare Vouchers. Wollaston School is a fantastic place to work and study. Informal visits are welcomed if you would like to see us in action and to learn more about us prior to your application.

Closing Date: 5.00pm Friday 10th August 2018

Interviews will take place: Week beginning Monday 13th August 2018

Please contact Mrs Louisa Nixon, Executive PA to the Headteacher, for an application form and further details on 01933 663501 or l.nixon@wollaston-school.net. Application packs can also be downloaded via our website http://www.wollastonschool.com/about/vacancies/.

Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff to share this commitment. This post is subject to an enhanced DBS check.