



Fox Federation

Post:	Administrative Officer
Scale:	Scale 5 (Point 12-20), £29,364-£33,510 depending on experience (Actual Salary £26,088-29,772)
RESPONSIBLE TO:	Head of School and Business Manager
School/ Location	Ashburnham Community School
Hours:	Monday to Friday 36 hours per week, Term Time only 39 weeks per year
Start Date:	Required from Monday 20 th February 2023

Fox Federation is a passionate community of three schools working collaboratively. All schools ensure equal access to consistent, excellent education for all pupils. Our schools are nurturing places to work, committed to innovation and have high academic standards. Successful applications who join our team are supported to grow and develop outstanding practice through exceptional CPD and support from a warm, passionate federation office team.

The role includes:

- Managing all administrative functions of the school office
- Providing business support for colleagues, pupils, parents and visitors
- Data entry and aspects of daily financial management

You must:

- Be committed to making a contribution to the lives of children and their families
- Experience of working in an educational environment would be preferable, although not necessary
- Be a clear communicator with a positive and cheerful character
- Have the ability to work as part of a team
- Have the ability to prioritise and work to deadlines
- Have good ICT, communication and numeracy skills

Visits to the school are welcomed and can be arranged by contacting Sirje Caprera on [020 7352 5740](tel:02073525740). For an application pack please e-mail michelle.foster@foxprimary.co.uk or visit the school's website

Closing date: Friday 27th January 2023 at 9am

Interview date: Tuesday 31st January 2023 at Ashburnham Community School. Please note that the recruitment process may involve an assessment task.

This position requires the postholder to hold an Enhanced Disclosure Barring Service Check before an appointment is confirmed.

