

Administration Officer

School:	Forest Lodge Academy	Posted:	15th March 2019
Location:	Leicester, Leicestershire	Expires:	1st April 2019 12:05 PM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£15,571- £17,126	Job ID:	1036161
Hours:	Term Time	Job Reference:	Eteach/FL0035



Forest Lodge Academy is increasing it's numbers on roll to become a 3-form entry school.

NJC Point 14 - 19 £15,571- £17,126 (less than 5 Years service with the Trust) X 40 weeks - (39 weeks including 5 teacher days plus an additional week to be worked throughout the school year)

HOURS: 37 Hours per week. 8.30 am - 4.30 pm (Monday - Thursday) 8.30 am - 4.00 pm (Friday) Forest Lodge Academy is increasing it's numbers on roll to become a 3-form entry school.

Forest Lodge Academy is a happy and friendly community where children enjoy all aspects of school life. We have a passionate team of staff and governors who are committed to providing the highest standards of education for all our learners. The successful applicant will need to be a skilled Administrator with excellent communication and organisational skills. You will need to have a wide range of experience using MS office and web-based systems and be prepared to work occasionally out of school hours, INSET Days and some pre-arranged days in the school holidays to support the service.

We require the candidate to have:

- Provides 1st level advice & reception service both face to face and on the telephone to Parents, Carers and other callers to the school.
- Minimum standard of GCSE (Grade A* - C) or equivalent in English and Maths
- Experience of using MS Office programs particularly Word, Excel, Outlook and Power Point.
- Knowledge/Experience of SIMS would be an advantage
- Excellent interpersonal skills & telephone manner
- Good communication skills both oral & written
- Good time management
- Able to work as a team
- The ability to prioritise workload and work independently and work with others to meet deadlines
- Assist in organising events
- A willingness to undertake training as necessary
- Flexible – working out of school hours on request with prior notice
- NVQ Business and Administration qualification would be desirable If you would like to apply for this post, please complete the on-line application form together with a covering letter stating why you should be considered for the post. CV's will only be accepted alongside completed application forms.

The L.E.A.D Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is subject to a Disclosure and Barring Service check.

Forest Lodge had an OFSTED Inspection (Jan 2015) where we were graded as GOOD.

Closing date for applications: Monday 1st April 2019

Interviews: Monday 8th April 2019

Start Date: As soon as possible

Visits to the school are highly recommended and can be arranged by prior appointment. Please contact Teresa Shellard, our Office Manager to arrange a visit. 0116-287-1220

Safeguarding Statement:

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