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| Admin OfficerRequired for an immediate start**35 hours per week, 41 weeks per year** | **Salary: Grade 4 SP 10 - 15** **£21,582 - £23,595 per annum****(FTE £24,682 - £ 26,984)** (Inclusive of Outer London Weighting) |

We wish to appoint an Admin Officer at Bower Park Academy. The successful candidate will be responsible for cover for reception, managing incoming calls, daily cover arrangements with external agencies. Applicants must be skilled in the use of computer systems.

Bower Park Academy will offer you:

* The chance to work and develop in a good school
* Supportive and friendly staff
* Flexible working opportunities
* Staff assistance programme including virtual GP appointments, counselling service, legal services
* Access to the Local Government Pension Scheme (LGPS)
* Staff discount scheme
* Cycle to work scheme

### Deadline for applications

Please forward your completed application to Ms Yingqi Huang, HR Officer, at hr@elatschools.co.uk by Monday 13th June 2022. Interviews are scheduled to take place shortly after. Please note that the Trust reserves the right to interview prior to the deadline date.

Informal visits to the department are very welcome by appointment. The Empower Learning Academy Trust is an Equal Opportunities Employer that is committed to safer recruitment. All applicants must be prepared to undergo screening to confirm their suitability to work with children.

For further information, please contact Gaynor Mann and Lisa Woodbridge on 01708 730244.

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| About Bower Park Academy* A caring and supportive environment
* Providing the best possible education for every student
* Find out more at [www.bowerpark.co.uk](https://www.bowerpark.co.uk/)
 |  **“A positive climate for learning.”***Ofsted* |