



## **JOB ADVERT**

**Required to start September 2023**

# **Administrative Officer**

**10 hours per week, Permanent, Term Time Only**

**NJC Grade 6 £22,777 - £24,948 FTE**

**(Actual salary in the region of £5,161 - £5,653 per annum)**

Watchfield Primary School is proud to be part of the Faringdon Learning Trust, an eight school multi-academy trust, which was established on 1st April 2012. Situated in the village of Watchfield, near Faringdon, we have a wide and diverse school community. Our whole school vision is 'At Watchfield We SOAR' – at Watchfield we want everyone, children and adults, to 'SOAR'. This means we work hard to enable individuals, groups and the wider school community to be: Successful, Original, Aspirational and Resilient.

We are looking for an enthusiastic Administrative Assistant to join the team. The applicant should be someone who is motivated and has excellent communication and organisation skills. They should be flexible and have a calm approach as well as being able to work well in a team whilst responding to the needs of the school. Applicants should be able to communicate well verbally and have a good standard of numeracy and literacy (GCSE grade A – C or equivalent).

A visit to the school or telephone conversations to discuss the post would be warmly welcomed.

Please contact the school office to make an appointment on: 01793 782623 or email

[office@wat.faringdonlearningtrust.org](mailto:office@wat.faringdonlearningtrust.org)

For more information, including a copy of the job description and application form, please visit our website:

[www.watchfieldprimary.co.uk](http://www.watchfieldprimary.co.uk)

Completed application forms must be returned to: [recruitment@faringdonlearningtrust.org](mailto:recruitment@faringdonlearningtrust.org)

**Closing Date for applications: 10am Monday 26<sup>th</sup> June 2023**

**Interviews for the position will take place Monday 3<sup>rd</sup> July 2023**

***Watchfield Primary School and Faringdon Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.***

***Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.***