

Administration Assistant

September 2024

Job Type	Administration Assistant
Salary	Grade C/D SCP 3-6 FTE £22,737 – £23,893 Actual Salary £12,964 - £13,623

About the Role

Northern Star Academies Trust require a part-time Administrative Assistant, who will be based at Denholme Primary School in Bradford, working 25 hours per week. This is an exciting opportunity to work in a busy school office.

The range of duties will include reception duties, order processing, word processing, data input, attendance data, filing, maintaining records and general administrative duties. Knowledge of Arbor and school administration procedures desirable. Experience preferred, but not essential as training will be given.

We are looking for somebody with:

- Maths and English at GCSE grade C or above
- Excellent interpersonal and communication skills and the ability to liaise confidently with staff, pupils, parents, carers and other educational professionals
- Strong ICT skills and knowledge of everyday computer packages
- Good organisational skills, flexibility and the ability to multi-task in a busy office
- A polite, professional and friendly manner
- Knowledge of GDPR and able to respect confidentiality
- The ability to work in a team and on their own initiative

Why work for Northern Star Academies Trust?

We are a mission-driven Multi-Academy Trust, with an unwavering commitment to nurture learning in a sustainable environment so that our whole community can thrive, aspire and succeed. We offer access to a professional and supportive community of academies, fellow senior leaders, and mentors to help develop and progress your career. Each school in our Trust is unique and all of our primary and secondary academies are rated 'good' or 'outstanding' by Ofsted.

Further Information

For further information please download the job pack attached to this advert. To apply please click apply now on the advert in the Every candidate portal accessible via this link: [Denholme – Administration Assistant – Apply here](#)

If you would like to have an informal chat about the role, please telephone 01756 707609.

For safeguarding purposes. A CV alone is not sufficient.

Closing date	10/09/24
Interviews	13/09/24

Northern Star Academies Trust

77 Gargrave Road, Skipton, BD23 1QN, North Yorkshire | 01756 707600 | info@nsat.org.uk | www.nsat.org.uk

Northern Star Academies Trust is a charitable company limited by guarantee. Company number: 07553531



Northern Star Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS Criminal check. Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.

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