



Job Advert

Administration Officer

(With HR Admin and School Communications Responsibilities)

Permanent, 37 hours per week, Term-Time Only

NJC Grade 6 £22,777 - £24,948 FTE per annum pro rata

(Actual salary in the region of £19,097 - £20,917 per annum)

Faringdon Community College is seeking to appoint an experienced, skilled and effective Administrator to join our team. We are looking for someone who is of a professional and positive nature, who will strive to ensure we offer a first-class service to all stakeholders. The ideal candidate will be someone who is computer literate with good experience on a variety of Microsoft Office packages and will have been educated to a high standard with a minimum GCSE grade C in English and mathematics (or equivalent qualifications) and have a strong background in administration.

You will need to be confident working on your own and be self-motivated with excellent time management skills. The successful candidate will have a friendly and welcoming disposition, excellent communication skills, outstanding administrative skills and a flexible and pro-active attitude and able to take direction where needed. You will be able to demonstrate working with confidentiality and discretion. The successful candidate will have the ability to relate well and communicate effectively with colleagues, students, parents and external agencies. This role also includes First Aid cover.

Faringdon Community College (FCC) is a successful and well-established 11-18 co-educational secondary comprehensive school, which embraces the idea of lifelong learning and community education.

As a dynamic organisation, we are always looking for new ideas and ways forward. Our strong and motivated team of teaching and non-teaching staff are committed to providing the best education they can and have an energy and enthusiasm which makes FCC a rewarding place to work.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust HR Team, by emailing recruitment@faringdonlearningtrust.org

For more information, including a copy of the job description, please visit our website

<http://www.fccoxon.co.uk/vacancies/>

Online applications can be completed at <https://faringdonlearningtrust.org/application/>

Closing Date for applications: 9am on Monday 27th March 2023

We will review applications as they are received and contact those shortlisted for interview. Early applications are encouraged as we will close the recruitment process once a suitable candidate is appointed

Faringdon Community College 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.

