**ADMINISTRATION OFFICER (MAT COVER)**

**Starting August 2022**

**Full time; fixed term until August 2023**

**£19,650 - £22,129 per annum**

Wymondham College has over 400 staff dedicated to supporting World Class education. The College currently is one of the top State Schools in the Country and is recognised as one of the highest performing State Schools in the East of England, this is backed up by its most recent Ofsted review which rated the College as outstanding in both Education and Boarding inspections.

The College is focused on providing outstanding quality to their students and staff not only in education but also through its provision of exceptional facilities and accommodation on site across its 83-acre campus.

The post of Administration Officer at Wymondham College forms part of the high-profile Administration Services Team who support the teaching and learning provision across the Campus. The person appointed will provide administration and secretarial support to Senior Leadership and carry out routine, statutory, and responsive tasks reporting to the Administration Manager, Campus Services. They will form part of the single point of contact team for students, staff, parents, carers and visitors ensuring we deliver a first-class service.

**Closing date for Applications: Noon, Tuesday 14 June 2022**

**Interviews will be held on Thursday 23 June 2022**

**Download an application form at:** [**https://bit.ly/3Gh2oft**](https://bit.ly/3Gh2oft)

**To find out more about Wymondham College, go to** [**www.wymondhamcollege.org**](http://www.wymondhamcollege.org) **or** [**www.se-trust.org**](http://www.se-trust.org)

**Or contact the HR team on** **hr@se-trust.org** **/ 01953 609012**

*The Trust is committed to safeguarding and promoting the welfare of children: therefore, all applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community.*

*In accordance with the Department of Education’s “Keeping Children Safe in Education September 2021”, references will be sought on all short-listed candidates before interview.*

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