



ADMINISTRATION OFFICER – SCP 4

Grade 4a £26,409 (pro rata) £22,787 (actual)

37 hours per week, term time only +5 training days

Permanent

TMWS is looking to appoint an Administration Officer to join our busy team. The successful candidate will be primarily responsible for recording students' attendance. You should have excellent communication skills to be able to respond to enquiries from parents, carers & stakeholders. You will provide support for cover, educational visits, HR, timetabling & reception. Our admin team share the responsibility for first aid & you will be part of this rota.

The position is open to an experienced Administration Officer, or TMWS would consider a L3 Apprentice if the candidate had the right aptitude but lacked relevant experience. Full training will be provided.

Role	Paygrade	Salary £	Hours	TTF	Pro rata £
Admin Apprentice (under 21)	3b app 70%	17,910	37.00	195/226	15,452
Admin Apprentice (over 21)	3b app	25,584	37.00	195/226	22,075

We are a small school, proud of our traditional rural heritage, yet ambitious for the future of all our students. Our size is a real strength as it enables students & their families to work closely with the teaching & support staff at the school, building positive working relationships. We believe that students achieve best in a supportive & positive environment – & that is what you will find in our school.

TMWS is committed to safeguarding & promoting the welfare of children, young people & vulnerable adults, & expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers & the Disclosure & Barring Service (DBS).

For further details, please see the school website www.tmws.co.uk, call Sarah Florence on 01430 876025 or e-mail sflorence@tmws.co.uk. Candidates are welcome to visit the school prior to formal application.

Please note this school does not have the resources to send individual notifications to all applicants who are not shortlisted so if you have not been contacted within 2 weeks of the closing date you should assume you have been unsuccessful.

Completed applications should be returned to sflorence@tmws.co.uk

Closing date: Noon 17 March 2025

Interviews: 21 March 2025

Respect | Honesty | Compassion | Resilience | Industry | Courage

