



ADMINISTRATIVE OFFICER
RECRUITMENT PACK



Administrative Officer Vacancy at Wise Owl Trust

Administrative Officer

Grade 4, spine point 7 (£24,294 pro rata)

35 hours per week – Term Time Only, plus 5 INSET days

Permanent Contract

Work pattern: Monday to Friday

Location: In person. The main place of work will be Peel Hall Primary Academy but the postholder will be expected to cover at our other sites if required

Start date: ASAP

Together Everyone Achieves More

Wise Owl Trust is seeking to recruit an inspirational colleague to the role of Administrative Officer. This role is of great importance to our work as an academy as the successful candidate will be expected to provide whole school administrative and financial support to the school.

The ideal applicant will have:

- GCSE C/4 and above (or equivalent) in English and Maths
- Proficiency in Microsoft Office applications, especially Word and Excel.
- Have experience of working in a busy fast paced office
- Good time management skills, including the ability to work to deadlines.
- Experience of Arbor or other Management Information system
- Customer service skills and experience
- Driving Licence (preferred)

What we can offer you:

As a trust, we want to ensure that professionals at every stage in their career have the opportunity to enjoy support and training. We are pleased to offer a generous benefits package to our team – as we work together to create a rewarding future for all including:

- Membership to a local government pension scheme.
- Access to an Employee Assistance Programme which provides confidential professional advice and support 24 hours a day, 7 days a week.
- A commitment to continued investment in our professionals, supporting every member of staff throughout their career in the trust.

About us:

Based in the heart of East Manchester, Wise Owl is a small Multi Academy Trust with big ambitions – for our children, our families and our communities.

Formed in May 2012, the Trust currently has five large Primary academies.

Just like thousands of children in other inner-city areas, our pupils face real challenges in the world beyond the school gates. But here at Wise Owl we face those challenges together, with a RESPECT curriculum and family ethos that runs right across everything we do, at all three sites. We take our Trust motto, Together Everyone Achieves More, seriously when it comes to staff as well as student wellbeing.

We want Wise Owl Trust to be a place where ambitions are achieved, where aspirations are encouraged, including among our staff, and are dedicated to the professional development of all our employees.

How to apply:

If you are interested in joining our happy and thriving Trust, please complete an application form and return it by **9th October 2024** to Mrs K. Walton at k.walton@wiseowltrust.com. **We do not accept CVs** as part of our application process. All parts of the application form must be fully completed. Applicants who are not notified by the interview date should assume that they have not been shortlisted.

We are committed to equality of opportunity, recruiting a diverse workforce, and creating an inclusive environment for everyone at the Trust. Therefore, we encourage applications from underrepresented communities and irrespective of age, disability, neurodivergent status, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. We are happy to make reasonable adjustments wherever possible through the recruitment process should this be required.

Our trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced DBS check.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

We look forward to hearing from you.

