



Administrator/Receptionist

Job Type	<i>35 hours per week, Term Time Only</i>
Salary	<i>Band C/D SCP 3-6 £22,737 - £23,893 FTE; Actual Salary £17,985 - £18,899</i>

About the Role

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. At Holycroft Primary School all our children are able to enjoy their learning and flourish in a safe and happy environment. Everyone who plays a part in Holycroft School life is very proud of the school and we all strive to maintain it as a fantastic place to learn and a key part of the community. We are proud to be a part of Northern Star Academies Trust and make the most of the links we have with our brilliant partner schools.

We are looking for a friendly, enthusiastic and committed person to welcome children and parents every day and provide administrative support to the school. The role is extremely varied and you will be responsible for overseeing many areas which support the running of the school, including:

- Being the first port of call for parents, children, contractors and visitors.
- Answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- Arrange meetings, visits and hospitality for visitors.
- Provide general clerical and admin support including photocopying, correspondence to parents and drafting letters for the Headteacher
- Maintain manual and computerised records/management information systems
- Administration of Milk, School photographer and House Points system
- To produce the weekly staff planner and school newsletter
- Organising and overseeing school events, school trips, residential visits and hospitality
- Raising requisitions for school purchases
- Accept, sign and check all deliveries into school

We are looking for someone who loves children and is passionate about helping them reach their full potential. You will be a warm, welcoming face (and voice on the phone!) for parents and children every day. You will need to be experienced in using Microsoft Office (Outlook, Word, Excel etc.), emailing, as well as using in-house database systems.

We can offer a commitment to your professional development, the opportunity to work in partnership with colleagues from primary and secondary schools across the MAT and the chance to be a part of something truly special. If you want to make a difference and are committed to improving life chances for children, we would love to work with you.

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.

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



Further Information

For further information and to apply, please visit the Every Candidate Portal here: [Candidate Portal](#)

Any queries, please contact us at recruitment@nsat.org.uk. If you would like to have an informal chat about the role, please telephone 01756 707609.

Applications must include a completed application form, for safeguarding purposes. A CV alone is not sufficient.

Closing date	<i>Sunday 3rd November 2024</i>
Interviews	<i>Thursday 7th November 2024</i>

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.