



Discovery Primary Academy

Mountsteven Avenue, Walton

Peterborough, PE4 6HX.

Tel: 01733 325001

Email: office@discoveryprimary.com

Website: www.discoveryprimary.com

Head Teacher: Ms M Siequien

Deputy Head Teacher: Miss C Daniels

Business Assistant

Job Title: Business Assistant

Start Date: January 2025

Contracted Hours: 8.15am to 3.30pm term time plus training days

Grade: Grade 5 from £19,364 per annum

Purpose of Job: To administer trips, parent payments, hot meal data, breakfast club administration, purchase ordering, communicating with parents and supporting the Business Manager.

Discovery Primary Academy has a fantastic opportunity for a Business Assistant to join our warm and friendly team. We believe that happy staff brings happy learners, so at Discovery Primary Academy the whole team work towards offering a warm welcome to staff and pupils alike. Above everything, we would urge you to speak to our staff to find out how our Academy is different to work in than many others.

The successful candidate will join our motivated office team at Discovery as we continue our exciting journey within the Four C's MAT.

We are looking for a Business Assistant who is:-

- Numerical, with an eye for detail.
- Able to offer good customer service skills on the telephone, in person and via email.
- Able to plan and research trips and academy events.
- Able to administer academy orders using a finance database.
- Able to support the Business Manager.
- Committed to being part of a busy but efficient academy office.
- Positive and enthusiastic
- Calm and flexible
- Reliable, resilient and be able to take the initiative.

Headteacher: M Siequien. Discovery Primary Academy is an academy within the Four Cs Multi Academy Trust (MAT)

Four Cs MAT is a company limited by guarantee, registered in England with company number 7333133, exempt from using the word "limited". Registered office: Helpston Road, Glington, Peterborough, PE6 7JX



Working for Discovery Primary Academy, means you can be assured that you will be contributing to our mission to enable every child to Aspire, Discover and Achieve. All our staff work collaboratively to share best practice and are supported by the expertise within the central team to enable them to focus on teaching and learning.

Further information about the post and a copy of the application form can be found via our website at www.discoveryprimary.com. Please refer to the job description and the personal specification when applying; outlining what skills, qualities and experience you can offer us at Discovery. Visits to the academy are encouraged so if you would like to arrange a visit, please email us on office@discoveryprimary.com

Discovery Primary Academy and the Local Governing Committee take safeguarding very seriously. Any offers of employment will be subject to a Disclosure and Barring Service enhanced check.