



Job Advert - INTERNAL



General School Administration Officer

Permanent, 30 hours per week, term-time only + 3 INSET Days

NJC Grade 6 £20,852 - £23,023 per annum pro rata

(Actual salary in the region of £14,081 - £15,547 per annum)

Faringdon Community College is seeking an enthusiastic School Administrator to join our support staff team. This is a varied and pivotal role providing a wide range of administrative support. The applicant will have excellent organisational and communication skills, be comfortable working in a busy school office environment and be willing to support a wide range of administrative functions as required.

The role requires communicating with parents, visitors, school staff and students on a daily basis.

Applicants must have excellent literacy and numeracy skills and experience using MS Office.

Faringdon Community College (FCC) is a successful and well-established 11-18 co-educational secondary comprehensive school, which embraces the idea of lifelong learning and community education. The school has an excellent local reputation and is known for inspiring exciting teaching and learning, where teachers are supported and encouraged to help every student, aiming to achieve individual success and realise their potential.

As a dynamic organisation, we are always looking for new ideas and ways forward. Our strong and motivated team of teaching and non-teaching staff are committed to providing the best education they can and have an energy and enthusiasm which makes FCC a rewarding place to work.

Faringdon Community College is part of Faringdon Learning Trust- an eight school multi-academy trust, which was established on 1st April 2012. Our school role is continuing to rise and including Sixth Form, there are currently around 1400 pupils.

If you have any questions, would like any further information or would like to arrange an informal visit to the school, please contact our Trust HR Team, by emailing Recruitment@faringdonlearningtrust.org

For more information, including a copy of the job description and application form, please visit our website <http://www.fccoxon.co.uk/vacancies/>

Within your application, you should give details of your suitability for the role.

Please return your completed application form, along with a letter of interest outlining your suitability for the position, to Recruitment@faringdonlearningtrust.org

Closing Date for applications: 9am on Friday 14th October 2022

Interviews will take place week commencing Monday 17th October 2022

Faringdon Community College and Faringdon Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.

Faringdon Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.