



Office Administrator
Band 5, NJC04 – NJC06 (Actual salary £17,794 – £18,398)
Permanent, Term time only from 01 September 2024
34 hours per week

A new and exciting opportunity has arisen for an experienced Office Administrator to join Cottingley Village Primary School.

We are looking to appoint an enthusiastic and experienced Office Administrator to work in our inclusive organisation. Cottingley Village Primary School, part of the Exceed Academies Trust, is a busy and exciting 2 form entry primary school with a resourced provision for children with SEMH. We believe that there are no limits on learning and are committed to maintaining our high standards and our highly effective community partnerships.

Cottingley Village Primary School is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will;

- Support an Administrative Team in the delivery of admin support and services to staff, students and parents
- Assist in the delivery of outstanding admin support to colleagues and senior leaders
- Be confident in solving complex problems and working with colleagues from across a range of roles
- Provide a high-level administrative service, including undertaking tasks such as word processing, reception duties and managing visitors
- Take responsibility for the continuing professional development of themselves.
- Manage complex data and information while ensuring that school systems are kept up to date
- Ensure that policies and procedures are followed
- Plan, review and organise resources and the allocation of tasks to ensure the smooth running of administrative services
- Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the Academy's statutory responsibilities, including to external organisations such as the DfE

The essential requirements of this role are;

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent)
- Fluency of the English Language at an Advanced Threshold Level
- Experience using Microsoft Office and complex databases with excellent IT skills

Together we Exceed

Dawnay Road, Bradford BD5 9LQ
info@exceedacademiestrust.co.uk

01274 086 490

www.exceedacademiestrust.co.uk

- Experience of working in a school office environment
- Excellent communication skills including telephone/reception skills

Closing date: Monday 08 July 2024 at 9am

Interview date: Monday 15 July 2024

For an informal discussion regarding this opportunity, please contact Maria Symonds, Office Manager on 01274 567545. Further details about our school can also be found on our website <https://www.cottingleyvilleprimary.org.uk/>

If you are interested in applying for this role, please visit our website at www.exceedacademiestrust.co.uk to download a recruitment pack. Please return completed application forms by email to recruitment@exceedacademiestrust.co.uk.

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

