



## **Office Administrator**

Grade 4 (SCP 5-8) £23,500 - £24,702 per annum  
(pro-rata- Term Time working)

Stephenson Way Academy & Nursery School  
37 hrs per week

Stephenson Way Academy & Nursery School is one of seven schools that forms part of Tudhoe Learning Trust. We are seeking to appoint an experienced Office Administrator to join our team at Stephenson Way Academy & Nursery School on a permanent basis.

The successful candidate will be available to work from 8am until 4pm Monday to Thursday, 8am until 3.30pm Friday during term time only. It may be necessary to be flexible on these times on occasions.

This is a stand-alone position with support from colleagues in the school and across the Trust, a handover will be provided. The post will commence as soon as possible, but once the recruitment checks are complete.

The successful candidate will:

- Have administration experience of working in a busy office
- Have good communication and interpersonal skills with children, parents/carers and colleagues
- Be able to work as part of a team and demonstrate a flexible attitude to work
- Build effective relationships with different teams within the School and Trust
- Manage workload effectively, work to deadlines
- Experience of word, excel and preferably Finance and MIS System

Employee benefits include: -

- Local Government Pension Scheme (LGPS)
- Cycle to work scheme
- Onsite parking
- Employee Assistance Programme
- Employee discounts
- Extensive CPD and upskilling opportunities

Closing date for applications: **26<sup>th</sup> September 2024 (noon)**

Interviews will be held on: **1<sup>st</sup> October 2024**

For more information about the role, school or Trust please contact Mrs. Tracy Dodds, Head Teacher on 01325 300324.

Applications will only be considered on a Trust application form. An application pack for the post is available via this website. Application forms should be returned to the Trust HR Manager via email at [recruitment@tudhoelearningtrust.co.uk](mailto:recruitment@tudhoelearningtrust.co.uk).

The Trust is committed to promoting the welfare and safeguarding of all children in its schools and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, online searches will be carried out for short-listed candidates prior to interview, and you will be required to undertake an enhanced DBS Check.

#### **Calculation of term time only**

Term time only plus is calculated based on the following:

- Number of 'teaching' weeks - 39 weeks; plus
- Public (bank) holidays - 1.6 weeks (8 days); plus
- Individual leave entitlement - 5.4 weeks (26 days) or 6.4 weeks (31 days)

Individual leave entitlement is calculated on the length of continuous service. Employees with less than 5 years' service will receive 26 days annual leave. Employees with more than 5 years' service will receive 31 days annual leave. For example:

Calculation for employees with less than 5 years' service:

39 weeks (term time) + 26 days (annual leave) + 8 days (public holidays) = 45 weeks' pay, to be paid in 12 equal monthly instalments

Calculation for employees with more than 5 years' service:

39 weeks (term time) + 31 days (annual leave) + 8 days (public holidays) = 46 weeks' pay, to be paid in 12 equal monthly instalments