



Office Administrator

September 2024

Job Type	<i>Office Administrator- part time</i>
Salary	<i>CD 3-6 13 hours per week working Thursday and Friday 8.30-3.30 (Term Time only plus training days)</i>

About the Role

Willow Tree Primary School is a large school on Wetherby Road in Harrogate and is part of Northern Star Academies Trust.

We are looking for an enthusiastic and energetic individual to join the school's administrative team, working under the direction of the Senior Administrator, Business Manager and School Senior Leadership Team.

The role is extremely varied, and you will be responsible for a range of areas including:

- Being the first port of call for parents and children
- Submitting data returns to outside agencies
- Office administration and maintaining accurate records of students and staff

You will need to be experienced in using the Microsoft Suite (Word, Excel etc.), finance systems, as well as using in-house database systems. The successful candidate will have an awareness of safeguarding procedures within school and have had experience appropriate to working with children.

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 hear from 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.

Further Information

For further information please download the job pack attached to this advert. To apply please click apply now on the advert in the Every candidate portal.

If you would like to have an informal chat about the role, please telephone 01756 707609.

For safeguarding purposes. A CV alone is not sufficient.

Northern Star Academies Trust

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Northern Star Academies Trust is a charitable company limited by guarantee. Company number: 07553531



Closing date	<i>8th September 2024</i>
Interviews	<i>11th September 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.