Job Title	**Temporary Office/Resources Administrator**	Department	**Resources Administration – King Alfred's Academy, Wantage**
Reporting to	**To be confirmed**	Grade	**4 - £18,933 per annum (pro-Rota for part time and term time)**
Hours per week	**1 x Fixed Term Contract (until 8 April 2022) position (term time only) primarily based on Centre Site** **31 hours per week between the hours of 8.30am and 4.30pm -** Monday to Friday which must include all day on a Friday. We will be as flexible as possible with the remaining hours to suit the need of the school and the successful candidate.		
Closing Date	**As soon as a suitable applicant has been appointed**	Weeks per year	**38 – Term time only**

About the role:

Are you a friendly, welcoming person looking for a term time administrative role where you can make a real difference within a large Academy?

We have an exciting opportunity for a Resource Administrator to join our high performing team. Working on the reception desk you will be liaising with both parents and students as well as providing vital administrative support.

Why work at King Alfred's Academy:

King Alfred's Academy is a vibrant and dynamic learning community with passionate, talented and dedicated staff and newly refurbished learning spaces designed for 21st century learning.

As part of a large academy - our core values of Responsibility, Respect, Tolerance, Curiosity, Resilience and Knowledge will be seen, experienced and lived consistently every day.

The spirit and desire amongst our staff ensures that King Alfred's Academy continues to help our students develop as individuals with confidence throughout their school career.

What we are looking for:
The successful applicant will have:

- Excellent IT skills, competent using a range of Microsoft programmes and databases
- Highly effective written and verbal communication skill.
- Excellent organisational skills and the ability to remain calm when juggling priorities
- Preferably worked in a school environment before (desirable – but not essential)
- GCSE level C or above in Maths and English (or equivalent)

Headteacher: Rick Holroyd, BA, MA, PGCE
King Alfred's Academy
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The extras you'll get:

There are all sorts of employee benefits available including:

- Term-time only hours
- A generous pension scheme
- Continuous Professional Development

Would you like to know more?

Please click here to view the Job Description and Selection Criteria

For an informal discussion about the role please contact Sally Kingett on 01235 225700

Application Procedure

Vetting requirements: This role is subject to a Criminal Records Check. Please note that under safer recruitment requirements, references will be requested prior to interview.

To apply, you will need to complete an online application form. This includes a section asking you to explain how you meet the selection criteria, as specified in the job posting.

If you experience any difficulties whilst completing the application form, please contact Louise Stevens, HR Manager on 01235 225700.

"The Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects 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"