St Michael's Academy
Grass Royal, Yeovil BA21 4JW
01935 423863
office@stmichaelsacademy.co.uk
www.stmichaelsacademy.co.uk

Part Time Position (29 hours) – start as soon as possible
Term time only, 38 weeks plus inset days (2 inset days given up in lieu of supporting the office function during the summer holidays)
Grade 14 scale 4 (£26,016 pro rata, £17,461 actual) to Grade 14 scale 6 (£26,847 pro rata, 18,019) depending on experience and skills

St Michael's Academy are looking to appoint an Office Administrator to join the Office Administration Team, working in the Front Office of our School with the Office Manager.

We are looking for a candidate who:

- Provides a warm and welcoming 'front of house' experience for our pupils, parents and visitors
- Ensures that the school's admin services are maintained to a high standard
- Has good IT skills
- Has good communication skills
- Works well under the pressures of a busy office, where each day is different.
- Prioritises their work well to ensure work is completed in a timely manner

Previous experience would be an advantage, but training will be given.

The role is part time, 29 hours per week, with a working pattern as follows:

- Monday 10.00 - 4.15 (5 hours 45 minutes)
- Tuesday 10.00 - 4.15 (5 hours 45 minutes)
- Wednesday 9.45 – 4.15 (6 hours)
- Thursday 8.00 – 2.00 (5 hours 30 minutes)
- Friday 9.45 – 4.15 (6 hours)

with a daily 30-minute unpaid lunch.

The school has a commitment to safeguarding children and has a culture of vigilance to support this. The post holder will be required to undergo a disclosure check with the Disclosure and Barring Service before taking up employment.

Visits to the school are highly recommended and encouraged. Please telephone and make an appointment.
Please complete the Application Form available from the school website.
www.stmichaelsacademy.co.uk

If you have any additional questions please contact the School Business Manager, Mrs Sharon Whatmore. This post will require a criminal background check via the disclosure procedure
Deadline: Monday 9th November 26. Interview date: Monday 16th November 26.
St Michael's Academy, Off St Michael's Avenue, Grass Royal, Yeovil. BA21 4JW
NOR: 233 Age range 7-11 01935 423863
Email: office@stmichaelsacademy.co.uk

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Registered Office - St Michael's Academy, Grass Royal, Yeovil BA21 4JW