Would you like to join a small, friendly school?

We are looking for an:
Administrative Support Officer

Margaretting C E Primary School

Penny's Lane, Margaretting, Ingatestone, CM4 0HA
Executive Headteacher: Mrs Maire O'Regan
Email: recruitment@lifeeducationtrust.com
Tel: 01277352114



Set in a beautiful semi-rural location, our school has a real family feel and a positive Christian ethos.

Our school is part of the LIFE Education Trust whose mission is to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion. To accomplish our mission, we use our 3 core beliefs:

- Courageous optimism
- Boundless creativity
- Heartfelt compassion

We believe in helping staff and pupils achieve their personal best and are keen to recruit the very best talent for our Trust. If you share our passion for challenging, improving and making our schools the best, we would love to hear from you.

We seek to appoint passionate and professional **Administrative Support Officer**, to join our team, where you will be part of a small, friendly school. The students are a joy and you will be part of a positive environment, with inspiring and supportive colleagues who strive for excellence. If this describes you, we would love to hear from you.

The successful candidate will need to enjoy working with children, have experience in office administration and a sense of humour. It will be your job to assist and support staff and pupils on a daily basis, working in collaboration with all school staff, under the overall direction of the Executive Headteacher and Head of School.





What we can offer

- Students who are enthusiastic and keen to progress
- A well experienced, qualified and forward thinking staff
- Opportunities for professional development

What you can offer

- Enthusiasm and passion for Excellence
- Ability to demonstrate professional behaviours within the workplace
- Ability to deliver consistent high quality documentation
- Excellent skills in Microsoft Office including Excel, Publisher and Power Point
- Ability to plan effectively to enable multi-tasking
- Ability to motivate and inspire colleagues
- Ability to successfully work in a team with fantastic communication skills
- Ability to be flexible to suit the needs of the School
- Organisation and efficiency
- A sense of humour



Administrative Support Officer

Essex Scale 6.12 – 6.17 (£22,183 – £24,491) 85.35% FTE

Actual Salary £18,933 - £20,903
37hrs per week, 39 weeks per year

(Term time + 1 week)
Required for April 2021

Please submit a copy of the school's application form, which can be found on our website, together with a letter of application and supporting paperwork, to Mrs V Smith at recruitment@lifeeducationtrust.com by 9am on Wednesday 14th April 2021.

The School reserves the right to interview prior to the deadline date. To find out why we are so proud of Margaretting, visit our website: https://margaretting.essex.sch.uk/ We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented'

Margaretting C E Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.