



ROXWELL CE



# Administrative Support Officer

## Roxwell CofE Primary School

We seek to appoint a passionate, enthusiastic, experienced and professional **Administrative Support Officer**, to join our team where you will be part of a small, friendly school, in a beautiful rural location, with happy and well-behaved children. You will be part of a positive environment, with dedicated and supportive colleagues, who strive for excellence. The successful candidate will need to enjoy working with children, have experience in office administration and a sense of humour. You will ideally have experience in using SIMs or other systems (not essential, training will be given) with excellent communication and IT skills. 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 Headteacher.

### What we can offer you:

- A supportive and forward thinking team with well experienced and qualified staff
- A stimulating and welcoming learning environment in a fantastic school community
- Opportunities for professional development
- To be part of an all-inclusive and supportive Multi-Academy Trust
- Children who are enthusiastic and keen to learn

### What You Can Offer Us:

- Enthusiasm and passion for excellence
- Ability to demonstrate professional behaviour within the workplace
- Ability to deliver consistent high quality documentation
- Excellent skills in Microsoft Office including Excel, Word and Power Point
- Ability to plan effectively and manage time to enable multi-tasking
- Ability to successfully work in a team with fantastic communication skills
- Ability to be flexible to suit the needs of the School
- Be organised and efficient
- A sense of humour



## How to Apply

Please submit a copy of the school's support staff application form, which can be found on our website, together with a letter of application and supporting paperwork, to Vicky Smith, LIFE Education Trust Head of HR by **9am Thursday 2<sup>nd</sup> June 2022**. **Shortlisting will take place on 6<sup>th</sup> June and interviews will be held w/c 6<sup>th</sup> June 2022**. Please email applications to [recruitment@lifeeducationtrust.com](mailto:recruitment@lifeeducationtrust.com).

The School reserves the right to interview prior to the deadline date. We encourage and welcome applications from all backgrounds and all parts of the community, particularly people from ethnic minorities who are currently under-represented'.



### The Details!

**Required June 2022**  
**Permanent, full time**  
**37 hrs per week - 39 weeks per year (term time plus 1)**

**Scale Essex 6.12**  
**85.35% FTE**  
**Actual Salary £19,264**



We are part of the LIFE Education Trust who support schools to deliver excellent pupil outcomes, create vibrant, exciting environments and offer rewarding careers for staff.

Everyone needs to find their purpose. At the LIFE Education Trust our 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

As a Trust 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.

To see why we're so proud of our school and for more information, including an application pack go to:

**<https://roxwellschool.co.uk/>**

and follow us on twitter

**@Roxwell19**

Roxwell 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.

**Roxwell CofE VC Primary School**

The Street, Roxwell

Chelmsford

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