

**Admin Support Officer**  
**37 hrs per week**  
**Term time plus 5 Inset Days**  
**Start date: ASAP**  
**Fixed term until 31<sup>st</sup> August 2022**  
**Band C, SCP: 5-6**  
**£16,749 - £17,048 actual salary**

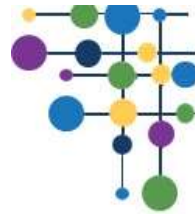
We are looking for a highly motivated, enthusiastic and organised Admin Support Officer to deliver a comprehensive, professional and customer focused reception and administrative service.

The ideal Candidate will:

- Have Maths and English to GCSE Grade C or equivalent
- Good knowledge and use of IT systems including Word, Excel, PowerPoint and Outlook
- Ability to carry out general administrative skills and to deal with a variety of tasks such as filing, typing, distribution of post and dealing with inbound and outbound telephone calls
- Be able to demonstrate strong organisational skills, prioritise own workload and the ability to work to deadlines
- Have excellent communication skills both written and verbal
- Have a passion for children's learning and is committed to the safeguarding of all students
- Have excellent interpersonal skills and is flexible and adaptable
- Be committed to our ethos that all pupils can achieve at Thornhill Community Academy
- Have great references demonstrating they are a suitable candidate, safe to work with children

At SHARE MAT, we aim to:

- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Encourage all our pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Ensure our staff are happy at work, taking pride in pupils' progress and development;
- Never stop improving, developing and sharing our practice with others;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;



- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

Thornhill Community Academy is one of our eight academies/schools within our trust and is part of a close knit community well located for commute from Leeds, Huddersfield and Wakefield. We encourage that you visit the School where a warm welcome awaits, you will see that Thornhill Community Academy:

- Offers an exceptional learning environment and facilities, alongside a wide range of professional learning and development opportunities;
- a vibrant place of learning and encouragement where children are happy, settled and confident;
- Has a broad and balanced curriculum that provides a memorable educational experience for all of its pupils;
- Aims to equip pupils with the attributes and attitude they need for their next stage of education;

**Closing Date is 12:00pm Friday 1<sup>st</sup> October 2021**

**Interview Date: Thursday 7<sup>th</sup> October 2021**

You are very welcome to visit the Academy. Please contact Julia Wood, Administration Manager on 01924 487731 or email [julia.wood@sharemat.co.uk](mailto:julia.wood@sharemat.co.uk) to make an appointment.

Please note that CVs will not be accepted. The application pack must be downloaded from the jobs page of the SHARE MAT or School website which can be found on our career site

Alternatively please email Julia Wood at [julia.wood@sharemat.co.uk](mailto:julia.wood@sharemat.co.uk)

*SHARE MAT comprises of Beech Primary School, Cowlersley Primary School, Heaton Avenue Primary School, Luck Lane Primary School, Millbridge Junior, Infant and Nursery School, Royds Hall Community School, Shelley College, and Thornhill Community Academy.*

*SHARE MAT is committed to the Equalities Act 2010 and also to promoting the welfare and safeguarding of children and young people, by adhering to the "Keeping Children Safe in Education" guidance. All staff and volunteers are regularly trained regarding our expectations in keeping our students safe. An enhanced DBS is required for every post.*

