

School Street, Greetland HX4 8JB

Telephone: 01422 372893

Websites: www.westvaleacademy.org.uk

'Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect'

West Vale Academy

Administration Assistant

To start: As soon as possible

Salary: Scale 2, £4,330 (£18,933 FTE)

Hours of work: 10 hrs per week, 2 hours per day Monday to Friday, term-time only

Why should you come and join our team?

West Vale Academy's promise to our children is that we will attract, retain and develop excellent staff and so the personal welfare and professional development of staff is paramount to us. We believe that our team should be at the heart of our vision and that we should use their talents to achieve our goals: you could be an integral part of this team.

We require an efficient Administration Assistant to join our team. The successful candidate will provide effective administrative support within the school, using their initiative and organisational skills. This will include:

- Providing general administrative support to the school office.
- Telephone duties, dealing with messages and information.
- Updating school databases and systems.
- Supporting with marketing activities for the school.
- Producing monthly newsletters.
- Responsible for updating the school website.
- Keep records in line with school policies and procedures.

You will:

- have a positive 'can do' attitude and a willingness to embrace new initiatives.
- have experience of working in an administrative role.
- be able to use your initiative and have the ability to prioritise workloads
- be enthusiastic, motivated and organised
- work well within a team and be keen to share ideas
- be determined to make a positive contribution to the administration and marketing of the school

In return, we offer the successful applicant:

- * a highly skilled, loyal and supportive team of staff and senior leaders
- * bespoke professional development to ensure that you as an employee, 'reach great heights'.
- * a calm, caring environment where children are well-behaved

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

If you would like to learn more about the post, please download our application pack from <https://greateightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to Katherine Humphreys, HR Manager: recruitment@greateightstrust.org.uk or alternatively post to: The Greetland Academy, School Street, Greetland, Halifax HX4 8JB, marking the envelope 'FAO Katherine Humphreys

Closing date for applications: Thursday 20th May 2021 at 9.00am

Interviews will be held on Tuesday 25th May 2021

During COVID 19 it is not possible to arrange visits to the school, however if you would like further information about the post please contact Fiona Gardiner 01422 372804