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** Great Heights Academy Trust**

**School Street, Greetland HX4 8JB**

**Telephone: 01422 372893**

**Websites:** [**www.westvaleacademy.org.uk**](http://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**

**School Administrator**

**To start:** As soon as possible

**Salary:**Scale 5, point 12 £19,197 (£22,183 FTE)

**Hours of work:** 37 hrs per week, Monday to Friday, term-time only plus 5 days

**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 School Administrator to join our team. The successful candidate will provide effective administrative support within the school, using their initiative and organisational skills.

**Duties will include:**

* To manage the smooth running of the school office.
* Telephone and email duties, dealing with messages and information.
* Welcoming and attending to school visitors.
* Updating school databases and systems.
* Supporting with marketing activities for the school.
* Overseeing daily attendance and producing reports, completing whole school returns
* Dealing with all aspect of the schools financial MIS, including setting up new accounts, adding payment items, processing manual adjustments and chasing debtors.
* Liaising with the Finance Team with regard to required documents e.g. timely submission of staff overtime claims & payroll documents.
* Placing orders for the school, ensuring budgets are kept and updating finance systems.
* Liaising with other schools, suppliers, parents and external agencies.
* 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 in a busy office environment.
* 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:**

* The opportunity to work with a progressive and forward thinking, Multi Academy Trust.
* Benefits include –generous holiday entitlement, contributory pension through West Yorkshire Pension Fund.
* 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://greatheightstrust.org.uk/employment-opportunities/>

Please return your completed application form by email to Katherine Humphreys, HR Manager: recruitment@greatheightstrust.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: at 9.00am on Friday 7th January 2022**

**Interviews will be held: W/c 10th January 2022**

**If you would like further information about the post please contact Jane Woodcock, Business Support Officer on 01422 372804**