



**Colne Valley High School**  
**Administration Assistant**  
**Permanent role, 37 hours per week**  
**Term time plus 5 days**  
**Salary - £20,517 (FTE £23,500)**  
**To start – March 2024**

Colne Valley High School are looking to recruit a School Administrator to join our dedicated office team. The successful applicant will play an instrumental role in supporting the smooth and efficient operation of the administration services at Colne Valley High School. This is an exciting opportunity for someone who has previous office administration experience.

As the successful candidate you will be responsible for ensuring that all administrative tasks are completed accurately and efficiently including the answering of the phone, responding to parent, student, and staff enquiries, maintaining an accurate electronic filing system, and communicating effectively with the whole staff body. You will support the Administration Manager with completing administrative routines and tasks.

This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. A problem-solving attitude to work is essential. The successful candidate must have a positive attitude towards team working, have excellent interpersonal skills and be proficient in using Microsoft Office.

If you are interested in applying for this role, please complete our application form and return to Hayley Drummond, Recruitment Officer at [h.drummond@greathightstrust.org.uk](mailto:h.drummond@greathightstrust.org.uk)

**Closing date: Thursday 22<sup>nd</sup> February**

**Interviews: TBC**

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*

**GDPR Disclaimer:** Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.