



**The Mirfield Free Grammar
Administrator and Cover Officer
Permanent role, 37 hours per week (7am-3pm)
Term Time plus 15 additional days
Salary - £23,042 (FTE £25,119)**

This is an exciting opportunity to join The Mirfield Free Grammar as an enthusiastic and dedicated Administrator and Cover Officer. We are seeking to recruit an individual to work within our school who has the inspiration, drive, and motivation to make a difference to the lives of young people.

As the Administration and Cover Officer, you will be responsible for organising the daily cover required for absent staff and providing administration support to the Admin Team. You will ensure that cover is put in place effectively and efficiently to enable the school to operate with minimum disruption to our students. Part of your role will be to inform the relevant staff of any changes to the cover list, to produce a daily teaching cover timetable along with individual timetables for supply teachers and to inform teaching staff of their cover responsibilities each day.

The successful candidate will also be required to carry out other administrative duties to support the school including and not limited to reception and reprographics. This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. The successful candidate must be able to demonstrate effective Microsoft skills and have the ability to communicate effectively at all levels. A problem-solving attitude to work is essential. Most importantly the successful candidate must have a positive attitude towards team working.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with eight schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

To apply for the position please complete the attached application form and return to Hayley Drummond, Recruitment Officer at h.drummond@greatheightstrust.org.uk

Closing date: Monday 26th 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.