



Archbishop Sancroft High School

(A Church of England Academy)



Executive Headteacher: Mr Rob Connelly, BSc. (Hons)
Address: Wilderness Lane, Harleston, Norfolk IP20 9DD
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Administration Assistant – from January 2022

Part time 20 hours a week (4 hours a day Mon-Fri) Term time plus 2 weeks (40 weeks pro rata).

Temporary contract to 31st August 2022

Scale E, salary point 7-11 - Salary £20,092 - £21,748 pro rata

We are looking to appoint an experienced Administration Assistant, to support the Office Manager in all aspects of the administrative management of the schools within the Harleston Federation. This role will take a lead on the financial administration within school, working alongside our existing Administration Assistant who will take a lead on attendance administration. Based at Archbishop Sancroft, this is an important role in the school for an organised person who can prioritise effectively, display flexibility and remain calm under pressure. The successful candidate must display attention to detail, be articulate and numerate and be able to demonstrate high standards of presentation, both verbal and written.

We are extremely proud of our ethos and the very positive relationships which exist at the school. The Harleston Federation; part of the St Benet's Multi Academy Trust, includes Harleston Primary Academy and Archbishop Sancroft High School, both are oversubscribed, inclusive, Church of England schools in South Norfolk. We are a community that flourishes, through God's love, to live 'Life in All its Fullness' John 10:10 and John 13:34

You should:

- Ideally have relevant experience of working in a school. However, if you feel you have transferable skills and are looking for a new challenge then please tell us these in the personal statement of your application.
- Have experience of financial processes; purchase orders, invoices and goods received.
- Have good literacy and numeracy skills
- Be able to establish positive and supportive relations with staff and students
- Be able to prioritise effectively
- Be flexible and able to work in a team situation

We offer:

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governing Body and Trust

- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust
- Membership of Health Shield health care plan
- An opportunity to work in a good location where the cost of housing is attractive

“The SLT at this school lead with an extremely strong sense of passion and belief in what they are doing and why. The school fosters a great sense of community and it is clear that the SLT has the student’s needs at the heart of every decision. It is a great place to work and the students are fab!” (Recent staff survey)

“The school has evolved to where it is today with dignity, strength and kindness at its heart”
(Recent parent survey)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS check.

If you inspire young people, are committed to raising standards and want to develop your career in a thriving, good humoured and forward moving school please visit Vacancies Info on our website for further information and an application form or contact the school office (office@ashs.stbenets.org) for an informal discussion and/or tour of the school.

Closing date: 9am Monday 29th November 2021 interviews will be held later that week.