



## JOB ADVERTISEMENT

<b>Post</b>	Senior Administrative Officer
<b>Location</b>	Jerry Clay Academy Jerry Clay Lane Wrenthorpe Wakefield WF2 0NP
<b>Grade</b>	Grade 6 scale points 12-17 Full Time Equivalent salary £27,711 - £30,060
<b>Salary</b>	Actual salary £24,127 - £26,123 (term-time plus 5 days)
<b>Job Hours</b>	37 hours per week
<b>Start date</b>	As soon as possible
<b>Closing date</b>	Monday 13 <sup>th</sup> January 2025
<b>Working Pattern</b>	Term-time only plus 5 days 8am – 4pm Monday – Friday
<b>Contract term</b>	Permanent

### The role

Jerry Clay Academy is seeking to appoint a highly motivated and experienced Senior Administrative Officer to provide a quality professional, flexible and proficient administration and reception service to the academy.

### The Person

We are looking for someone who:

- Is able to demonstrate a high standard of customer service experience and skills
- Is able to demonstrate a high standard of verbal, written, numerical and analytical skills
- Is able to demonstrate strong multi-tasking skills
- Is able to demonstrate strong ICT skills including producing & manipulating Excel spreadsheets
- Can develop, implement and review administrative procedures and systems, putting in place necessary controls and ensuring compliance
- Can coordinate and assist in the collation and preparation of statistics, management information and reports as required

Jerry Clay Lane  
Wrenthorpe  
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Tel: 01924 303 665  
Email: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk)  
Web: [www.jerryclayacademy.wakefield.sch.uk](http://www.jerryclayacademy.wakefield.sch.uk)

**English Hubs**  
Jerry Clay English Hub

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- it would be advantageous, but not essential, to have previous experience of working within a school office
- Is willing to undertake necessary training
- Is well motivated, friendly and sympathetic to staff, parents and children

We are looking for someone who aligns with our values of care, empowerment and celebrating every child within our academy.

### Why Join us?

We are a busy and friendly school in the heart of the local community and are proud to be a part of Accomplish Multi Academy Trust which puts children at the heart of everything it does. Accomplish MAT recognise the importance of a happy, healthy, rewarded and well-motivated workforce and are fully committed to supporting your career and professional growth.

### Our Trust Values

We **empower** each other to work hard and accomplish greatness.

We **celebrate uniqueness**.

We **care deeply** about each other.

### Our Trust Vision

Our vision is to educate, empower and inspire generations of children through a network of outstanding schools that are recognised at a local, regional and national level as being the absolute benchmark in teaching and learning & for providing the best quality, creative & holistic education for all.

Please see the academy website for the application form and Job Description:

<https://jerryclayacademy.wakefield.sch.uk/useful-info/employment-opportunities/>

We welcome anyone to get in touch if you have any questions.

Accomplish Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.

**Completed application forms should be emailed to the trust recruitment team:**

[recruitment@amat.org.uk](mailto:recruitment@amat.org.uk) Closing date: Monday 13<sup>th</sup> January 2025

Interviews will take place Monday 20<sup>th</sup> January. The interview will include practical tests of the required skills.

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