



# Admin Officer

<b>Employer:</b>	<b>The Fernwood School</b>
<b>Location:</b>	<b>Wollaton NG8 2FT</b>
<b>Salary:</b>	<b>£23,048 - £23,867 (F2-1 – F2-4) (actual salary £21,195 - £21,948)</b>
<b>Contract Type:</b>	<b>Full time, term time plus 10 days</b>
<b>Contract Term:</b>	<b>Permanent</b>
<b>Closing Date:</b>	<b>12 noon – 8 July 2024</b>
<b>Job Commences:</b>	<b>September 2024</b>
<b>Interview Date:</b>	<b>10 July 2024</b>

We have an exciting opportunity to join our outstanding school in a new role as Admin Officer.

We require a committed individual to be an ambassador and provide high quality admin support to the school. Further information is included in the job description.

Fernwood is a 11-16 School enjoying an excellent reputation for high standards of achievement and behaviour. We offer a school with:

- 🏰 An ethos of 'High Achievement with Care and Discipline for All'
- 🏰 A wonderful group of students who behave well and have high aspirations
- 🏰 Staff and Governors that are professional and enjoy working together for the benefit of the young people we serve
- 🏰 An Ofsted outstanding judgement
- 🏰 A strong Progress 8 score
- 🏰 31 days annual leave per year plus bank holidays
- 🏰 Access to 24 hours a day confidential employee assistance programme
- 🏰 Subsidised yoga classes
- 🏰 Cycle to work scheme
- 🏰 Leading Edge Status

The Governors and staff are committed to continuous improvement and welcome applications from candidates with drive and determination to work in an environment that inspires and challenges students of all abilities and from all backgrounds.

The Fernwood School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to a Disclosure and Barring Services check along with other relevant employment checks. In addition, this post is exempt from the Rehabilitation of Offenders Act and a Self-Disclosure is required for all applicants shortlisted for interview. Online searches will be carried out on all shortlisted applicants as part of due diligence checks.

Please return your completed application form, together with your letter of application (no more than 2 sides of A4, font size 11) explaining how your skills, qualities and experience would enable you to be successful in the role to the Headteacher, Mr C Gell, and the HR Manager, Mrs H Wallis, by post or by email to: [recruitment@fernwoodschool.org.uk](mailto:recruitment@fernwoodschool.org.uk).

Application forms and further details are available on our website [www.fernwoodschool.org.uk](http://www.fernwoodschool.org.uk).