

MOSSLEY HOLLINS HIGH SCHOOL

Role: Administration Officer

Pay Scale: Grade D (Point 7-10)

Actual starting salary at Grade D Point 7 – £20,788.37

Contract: Permanent

Hours: 36 hours per week, term time only

Working Hours	Start Time	Finish Time
Monday	8:15 AM	4:00 PM
Tuesday	8:15 AM	4:00 PM
Wednesday	8:15 AM	4:00 PM
Thursday	8:15 AM	4:00 PM
Friday	8:15 AM	3:45 PM

Closing Date: Monday 23 September 2024 (10am)

Start Date: As soon as possible

The Governors are seeking to appoint an experienced and highly motivated Administration Officer to provide a wide range of administrative tasks in the main school office, for which you will be given full training and support. Working alongside experienced staff, you will build up knowledge and develop many transferable skills.

You will be joining a vibrant community, where you will be instrumental in supporting the School. This pivotal role will be fulfilled by a candidate who is able to demonstrate:

- Excellent administration skills with a high level of attention to detail
- Excellent communication skills with the ability to develop and maintain positive professional relationships
- The ability to prioritise and organise time effectively and work with minimum supervision
- The ability to remain calm and controlled under the pressures of working in a demanding office environment

Mossley Hollins High School is an Associate Member of the Tame River Educational Trust which has one mission and three core educational purposes. We eagerly anticipate meeting applicants who share our values and would love to work with our staff and students to achieve our mission and purposes. By joining us you will be part of a family of great schools in which to learn, teach and belong and will have direct access to our Teaching and Curriculum Institute with its highly regarded Professional Development Pathway where you will find some of the best and most practical training and support available. Opportunities for career development, including into teaching, will be made available for colleagues in our Trust schools.

Interested applicants should complete an Application Form available on the school website at

www.tret.org.uk/vacancies/mossley-hollins-vacancies

Completed applications should be returned to: hr@mossleyhollins.com

Mossley Hollins High School is currently in the process of converting to an Academy. This role will be affected by the transfer, meaning that the successful applicant will transfer to the Academy, along with all other school staff. The conversion to an Academy will be undertaken in accordance with the DfE and legal requirements.

Mossley Hollins High School is committed to safeguarding and promoting the welfare of children 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 and other relevant checks with statutory bodies. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children