THE ACADEMY OF ST NICHOLAS
ALL SAINTS Multi Academy Trust

A COMMUNITY WHERE WE FLOURISH AND THRIVE

We will embrace and celebrate what makes us unique and work together for the good of all in the light of Jesus Christ.

RESPECT AMBITION RESILIENCE COMPASSION

Student Officer Required as

Services

as soon possible

Salary Scale 3 (Points 5 to 7) £19,650 to £20,444

Permanent & Full Time (part time options may be considered) 35 hours per week

The Academy of St Nicholas is an 11-18 Academy with nearly 900 students on roll. We are focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work. We care committed to ensuring that every student makes the most of their potential. The Academy concentrates on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support and the most appropriate and innovative curriculum.

Governors are seeking to appoint a well-qualified, experienced and highly motivated Student Services Officer to provide administrative support for all services relating to students' needs. This will include maintaining and updating student records and data, the administration of school uniforms and dealing with day-to-day student enquiries as well as administering first aid and dealing with sick students. You will also provide administrative support to senior members of staff and work on reception including meeting and greeting visitors and answering the telephone.

Applicants should have general officer experience, high level of ITC skills and a working knowledge of Microsoft office packages, experience of working with the general public. You should have a pleasant and approachable manner being able to relate to students, staff and visitors and be flexible in your approach to work and duties.

Closing date for applications is 3rd October 2022
Interviews scheduled for: TBC

The Trust is an equal opportunities employer.

Application packs are available on the Academy website at www.allsaintsmat.org/vacancies and completed application forms should be forwarded to recruitment@allsaintsmat.org

The Academy 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 is subject to an Enhanced DBS Check.
The Academy of St Nicholas is a member of The Liverpool Joint Catholic and Church of England Academies Trust"

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