

**Vacancy – Part Time, Permanent
Administrative Assistant
From December 2024**

An exciting opportunity has arisen at our school and we are seeking to appoint an Administration Assistant. The successful applicant will work within the school office at St Margaret's Church of England Academy.

Term Time Only

20 hours per week Monday – Friday 8:30 – 12:30pm

Actual Salary £10,908.48 per annum (FTE £24,189, per annum including fringe)

We are a friendly school in Bowers Gifford, Essex and are part of the Diocese of Chelmsford Vine Schools Trust. The Vine Schools Trust is a growing academy trust, currently serving twenty-three schools across the Diocese.

St Margaret's CofE Academy was rated by Ofsted as good in July 2019 and an Excellent Church School in May 2023 by SIAMS.

There is a strong Christian ethos at St Margaret's and we always strive for success. We place great emphasis on high expectations of work and behaviour. We value positive relationships and caring attitudes between all members of the school community. Our academy is driven by our strong Christian Vision and our Values of Love, Friendship, Wisdom, Respect, Courage and Perseverance; this vision and these values guide everything we do.

The successful candidate must:

- communicate well with parents, carers and members of staff, as well as pupils
- work well as part of a team
- display a professional attitude
- have good organisational skills
- be able to use their own initiative
- remain calm under pressure
- have a sense of humour
- be committed to supporting the values and ethos of our Church school.
- Experience of supporting attendance in a primary school setting would be an advantage
- Knowledge of Arbor is preferred, but training will be provided to the successful applicant.

In return we can offer:

- A supportive leadership team
- Pupils who enjoy learning and coming to school
- A caring, friendly, Christian ethos that aims to develop everyone to their full potential and where every person is valued;
- A school with a strong commitment to professional development.

If you think this is an opportunity for you, we would love to meet you. We can offer a friendly and warm environment in a school that celebrates each and every member of their community.

Please email any questions or your completed application form to sharon.anderson@dcvst.org. If you would like to arrange a visit to the school please call our school office on 01268 552176.

The successful candidate will have to meet the requirements of the person specification and job description, and will be subject to an enhanced DBS check. The 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 is subject to an enhanced DBS check.

Closing date: **Midnight 16th October 2024**

Interviews: **21st October 2024**