



VACANCY

'Grove Academy – where every child really does matter!

**ADMINISTRATION ASSISTANT
TO WORK FOR ESPRIT MULTI-ACADEMY TRUST**

Dear Prospective Candidate

Thank you for taking an interest in the opportunity to become part of the Office Team at Grove Academy.

Are you the right person for Grove academy?

Do you go over and above to bring that magic to children's lives every day?

Do you get a buzz from working in a fast paced, educational office environment?

Do you have experience of supporting administration duties in an academy office?

Do you have the ability to work as part of a team, building relationships with staff and pupils and believe in working hard to achieve the best for everyone?

Can you communicate effectively at all levels and have experience of multi-tasking?

Are you an enthusiastic, hard-working person who is ambitious and self-motivated?

If you can answer yes to all of the above and are looking to take on this varied and challenging role, which is extremely important to the smooth running of the academy, then you should come and work at Grove to join our enthusiastic, talented and hardworking team who share this ethos!

So what is the job all about?

We are a four-form entry junior school and the successful candidate would be based in our office. We are looking for a well organised and motivated individual with excellent computer skills and knowledge of Microsoft Word / Excel and Outlook. Previous experience of working in a school office is preferred, with SIMs experience being an advantage. You will need to be able to communicate effectively at all levels and have a flexible approach and experience in multi -tasking within a team environment. Under the guidance and direction of the Senior Administration officer you will be expected to deliver high-quality parent communications, deal with reception, telephone and email enquiries, accept deliveries, complete banking procedures, general office duties and office reporting.



We are on a journey of improvement to become an outstanding academy and our aim is to blow everyone's socks off with what we can achieve!

Please see the job description for further details.

Applicants should take this opportunity to state their interests and strengths.

Completed applications should be emailed to grove@espritmat.org by midday Wednesday 21st June 2023.

In the meantime, thank you for your interest and I wish you the very best of luck with your application.

Yours sincerely,

Mrs Shirley Carrigan
Principal