



VACANCY

**'Grove Academy – where every child really does matter!
A PERMANENT ADMINISTRATION OFFICER
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 of 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 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 alongside a Senior Administration Assistant directly reporting to our Academy Business Manager. As the office is the hub of the whole academy, the successful candidate will need to have proven administration experience, be well organised, with excellent communication and IT skills, be able to



work in a fast-paced environment, be flexible to support the needs of the academy; and most importantly, have a good sense of humour! Previous school office experience is preferred as is a working knowledge of SIMs.

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