



## JOB ADVERTISEMENT

Post title (please indicate if temporary)	Administrative Officer – 14 hrs/week <b>fixed term</b>
Location (Including full postal address)	Jerry Clay Academy, Jerry Clay Lane, Wrenthorpe, WF2 0NP
Grade	G4 Scale Points 5 - 6
Salary	Full time equivalent £19,312 - £19,618 Actual starting salary £6,096 pro-rata term time only
Hours	14 hrs per week, term time only, excluding inset days: Thursday and Friday 8.15-4pm, <b>ideally with flexibility to do additional hours on other days if required</b>
Start date	<b>2<sup>nd</sup> November</b> or as soon as possible after this date

A brilliant opportunity has arisen to work at our Outstanding academy. Applications are invited from an enthusiastic and committed person to work as an administrative officer & receptionist as part of our busy academy office team. As a 'front of house' member of staff, a warm and welcoming disposition is essential as is the ability to deal sensitively and confidentially with any issues arising. The successful candidate must be able to demonstrate that they can prioritise tasks appropriately and have very strong ICT skills which include school ICT systems. Duties will include:

- Answering the telephone and dealing efficiently with enquiries / face to face enquiries
- Financial records administration
- Payroll timesheet input
- Recruitment administration
- Reconciling trip / dinner money / fundraising money and completing associated records
- Preparing letters, formatting newsletters and other documents

Jerry Clay Lane  
Wrenthorpe  
Wakefield  
WF2 0NP

Tel: 01924 303 665  
Email: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk)  
Web: [www.jerryclayacademy.wakefield.sch.uk](http://www.jerryclayacademy.wakefield.sch.uk)



**National Support School**  
designated by



**National College for  
Teaching & Leadership**



Executive Headteacher: Mrs T Swinburne

Jerry Clay Academy is a charitable company limited by guarantee registered in England & Wales.  
Registered address: Jerry Clay Lane, Wrenthorpe, Wakefield, WF2 0NP. Company number: 07688230



- Maintaining the academy website
- Maintaining computerised records to a high degree of accuracy
- Administrative support to Headteacher and teachers
- Obtaining quotes, ordering resources and maintaining stock and supplies

Excellent ICT skills including accurate word processing and confidence in using Excel are essential, previous use of Integrus would be desirable. You should be an effective communicator with a positive and friendly manner and able to work using initiative, but also enjoy working as part of a hardworking team of dedicated staff. Strong communication will be a key factor in the success of the job share. **Experience in a similar role is essential. Please see the job specification, on the academy website, for essential and desirable requirements.**

Jerry Clay Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Please see the academy website for the application form: [www.jerryclayacademy.wakefield.sch.uk](http://www.jerryclayacademy.wakefield.sch.uk)

**Closing Date:** midday Wednesday 7<sup>th</sup> October '20

**Interviews:** week commencing 12<sup>th</sup> October '20

Please send a completed **academy application form** by email to: [headteacher@jerryclayacademy.wakefield.sch.uk](mailto:headteacher@jerryclayacademy.wakefield.sch.uk) the closing date. CVs will not be accepted.

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