



JOB ADVERTISEMENT

Post title (please indicate if temporary)	Senior Administrative Officer – 17 hrs/week fixed term until 31 st Aug 2022. Possible extension depending on external funding.
Location (Including full postal address)	Jerry Clay Academy, Jerry Clay Lane, Wrenthorpe, WF2 0NP
Grade	Grade 6, Scale Points 12-17
Salary	Full time equivalent £22,183 - £24,491 Actual starting salary £8,503 (pro-rata term time only)
Hours	17 hrs per week, term time only, excluding inset days: ideally with flexibility to work additional hours if required. Working pattern to be discussed at interview.
Start date	6 th September

Under the instruction and guidance of senior English Hub Staff: provide general administrative & financial support to the Jerry Clay English Hub.

Jerry Clay English Hub was established in 2019. We are one of 34 English Hubs nationwide, funded by the Department for Education to support schools in achieving excellence in teaching reading and early language development. We will be providing funding and free support to schools in Wakefield, Barnsley & Leeds.

Jerry Clay English Hub is based at Jerry Clay Academy, an outstanding school in Wakefield. We are passionate about reading and teaching all children to read fluently and for enjoyment. As a school, we have considerable experience & expertise in providing high-quality CPD, and bespoke support to drive school improvement.

Applications are invited from an enthusiastic and committed person to work as a senior administrative officer as part of our English Hub team. The successful candidate must be able to demonstrate that they have excellent time management skills and can prioritise tasks appropriately and have very strong ICT skills including excellent Excel skills. Duties will include:

Jerry Clay Lane
Wrenthorpe
Wakefield
WF2 0NP

Tel: 01924 303 665
Email: headteacher@jerryclayacademy.wakefield.sch.uk
Web: www.jerryclayacademy.wakefield.sch.uk

Headteacher: Mrs C Elliott

English Hubs
Jerry Clay English Hub



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



- Administrative support to the hub leadership team including diary management
- Dealing professionally and efficiently with telephone and email enquiries
- Financial records administration including invoice processing
- Formatting newsletters and other documents
- Ensuring the JC English Hub website is kept updated
- Maintaining computerised records to a high degree of accuracy
- Organising remote and face to face events

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. **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:

<https://jerryclayacademy.wakefield.sch.uk/useful-info/employment-opportunities/>

Closing Date: Thursday 15th July 9am

Interviews: Wednesday 21st July am

Please send a completed **academy application form** by email to:

headteacher@jerryclayacademy.wakefield.sch.uk the closing date. CVs will not be accepted.

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