



Senior School Administrator
Totnes St John C of E Primary School
NJC Devon Grade D (8 - 12) From £12.80 per hour
dependant on experience
Permanent – 39 weeks
33.75 hrs per week – 1 hour unpaid lunch
08:15 till 16:00

The Academies for Character and Excellence has nine Primary Schools and three Pre-schools making up a dynamic and innovative learning organisation.

We live our mission and return to this constantly to help guide every action. At the heart of all we do is the pursuit of excellence; we want to grow an exceptional trust, comprised of excellent schools. We are achieving this through our shared core values of collaboration, community, Integrity, equity, and of course uncompromising excellence.

We are truly collaborative, and we work together within and across our schools to ensure that all our children and members of staff achieve their potential. Together we work to create a full and rich curriculum offer allowing everyone to flourish - we translate our vision of excellence into our everyday practice. We are proud of our outcomes, but we aspire to achieve more than just academic excellence for our children. We also want our children to become healthy thinkers, curious explorers, caring citizens, knowledgeable participants, and confident individuals.

We aim to serve our communities, and our schools make every effort to connect with families, local community groups, and organisations to ensure that our children and families are nurtured, supported and provided with opportunities through our schools.

Our value of equity leads us to want the very best of every child and every member of staff. The Academies for Character and Excellence believes in 'Personal Growth for All' and we are committed to tackle inequalities and overcome disadvantage and to provide bespoke opportunities for professional learning for all.

We are looking to appoint a well-organised, reliable and competent person to become our Senior School Administrator at Totnes St John's C of E Primary. The Central Team for ACE are based at Totnes St John's so part of the role for the successful applicant will involve welcoming and supporting visitors to the trust. Can you combine the skills of being organised and efficient with a positive outlook and friendly disposition? Do you enjoy working as part of a team as well as independently? Do you have experience of working within this role at another school if so we are interested to hear from you?

The successful candidate will be dynamic and have excellent interpersonal and communication skills, will understand the importance of confidentiality and discretion, will be adaptable, flexible and enjoy the variety and challenge of working in a small but busy office. They will have excellent IT skills, including competence in using Microsoft office. SIMS and school office experience would be desirable but not essential.

Interested? If you feel you want to join a school with a supportive and highly skilled teaching and support team and if you can inspire children and enable them to reach their full potential, then please send in your application. We offer excellent opportunities and development for all our staff throughout their careers.

Applicants must be comfortable working in a Church School environment, for example, be comfortable with the Worship programme, be open to faith issues discussed and at all times uphold the Christian ethos and distinctiveness as exemplified by the Church of England's 'Vision for Education' document.

Applications are very welcome from those of the Christian faith as well as other major World faiths - and of none.

We are committed to safeguarding and the welfare of children and young people, and we expect our staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.

For further information, please email the People Team on recruitment@acexcellence.co.uk or to arrange a school visit, please contact the school office directly on 01803 864695.

An application and equal opportunities form is available to download either from Devon Jobs or by emailing the recruitment team. Applications must be completed and emailed to recruitment@acexcellence.co.uk and returned **by 9am Friday 8th December 2023** with interviews to be held week commencing **11th December 2023**.