

# Fox Federation

<b>Post:</b>	Administrative Officer
<b>Scale:</b>	Scale 5 (Point 12-20) <b>£26,633-£30,115</b>
<b>RESPONSIBLE TO:</b>	Head of School
<b>School/ Location</b>	Avonmore Primary School
<b>Hours:</b>	Monday to Friday 36 hours per week, Term Time only 39 weeks per year
<b>Start Date:</b>	Required from January 2024

Fox Federation is a passionate community of five schools working collaboratively. All schools ensure equal access to consistent, excellent education for all pupils. Our schools are nurturing places to work, committed to innovation and have high academic standards. Successful applications who join our team are supported to grow and develop outstanding practice through exceptional CPD and support from a warm, passionate federation office team.

We are seeking a committed and organised Admin Officer to join our federation. The role will be based at Avonmore Primary School.

You must:

- Be committed to contributing to the lives of children and their families
- Experience of working in an educational environment would be preferable, although not necessary
- Be a clear communicator with a positive and cheerful character
- Have the ability to work as part of a team
- Have the ability to prioritise and work to deadlines
- Have good ICT, communication and numeracy skills

We are committed to building a diverse team and strongly encourage applications from underrepresented groups such as people from minority ethnic backgrounds, LGBTQ+ people and people with disabilities.

Visits to the school are welcomed and can be arranged by contacting the school office on 0207 603 9750 to arrange a visit. For an application pack please e-mail [michelle.foster@foxprimary.co.uk](mailto:michelle.foster@foxprimary.co.uk) or visit our federation's vacancy page <https://foxfederation.co.uk/vacancies>

The schools and their local authorities are committed to safeguarding and promoting the welfare of children and young people and expect you to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.

Please be advised that we will conduct an online search on all shortlisted candidates as part of our due diligence checks in the recruitment process.

Closing date: Friday 8th December 2023 at 9am

Interview date: Tuesday 12<sup>th</sup> December 2023. Please note that the recruitment process may involve an assessment task.

This position requires the postholder to hold an Enhanced Disclosure Barring Service Check before an appointment is confirmed.