



Business/Admin Officer
(Temporary - Maternity cover)
Salary: SCP 15 £17,072
37 hours per week
Start Date: September 2017

SUPPORT STAFF

We are seeking to appoint a highly skilled and experienced member of staff to join our Academy. They should be professional, confident and well organised.

The role will involve providing support to and working closely with the Academy Business & Operations Leader. The successful applicant should be able to work independently and as part of a team, making carefully considered and informed decisions.

The successful candidate will have recent and relevant experience working within an educational or business environment and will have excellent written and communication skills.

Applications should be made online via our website.

For further information, please contact Sara Newman: snewman@prioryacademies.co.uk

Closing date for applications: 12noon, Wednesday 2nd August 2017

Interviews will be held: Week Commencing: 7th August 2017

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.