

Fibbersley Park Academy – Willenhall School Administrative Assistant

Salary: SCP 4-6 £18,426 - £19,171 Full Time Equivalent

Actual Salary: £13,732 - £14,744

Hours: 32.50 hours per week, term time only plus 5 training days (08:30 - 16.00 Monday - Friday)

Fibbersley Park Academy (FPA) are looking for a school administrative assistant. The role will cover all administration elements of the day-to-day school life, including; reception duties, clerical support and some basic finance tasks. We are seeking a hardworking and committed individual who will work as part of the academy team and under the direction of the school Business Support Officer.

The role would suit an enthusiastic individual who strives to expand their knowledge and experience with a primary school administration role. We are seeking someone with a meticulous eye for detail and a tenacious approach with ideally a background in general administration.

For an informal discussion or to request an application pack please contact Mrs S Cattell, Business Support Officer, on T: 01902 366220 or alternatively you can email scattell@fibbersleyparkacademy.org.uk

Fibbersley Park Academy, part of Victoria Academies Trust, are 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 disclosure.

Closing Date: Friday 15th January 2021 – 4pm

Shortlisting Date: Monday 18th January 2021

Interview Date: 25th January 2021 – Times to be confirmed.

Interviews held at Fibbersley Park Academy, Noose Lane, WV13 3BB