



Administration Officer Required for October 2017

Full time, fixed term (Oct 17 – July 18), term time + 2 weeks
37 hours per week
Salary range: NJC 18 - 21: £18,070 – £20,138 per annum
(Actual salary pro rata = £16,176 - £18,027)
Job Reference Code: FA03/0509

Furness Academy are looking to appoint a highly motivated and efficient Administration Officer. This role is responsible for undertaking general administrative and organisational processes within the Academy as well as assisting with the planning and development of support services.

You will need to be organised, have an eye for detail and the ability to use your own initiative. You will also need to be calm and confident, able to work under pressure, and be able to prioritise your work. The successful candidate will have great people skills and know what it takes to provide an excellent service.

For further information regarding this post or to apply, please download an information package and application form from our website at www.furnessacademy.co.uk, email hrrecruitment@furnessacademy.co.uk or phone 01229 484277.

Furness Academy is committed to safeguarding and promoting the welfare of its students. All applicants are subject to the requirements of the Safeguarding Children and Safer Recruitment in Education guidelines. This will include checks with past employers and the need for the successful applicant to hold or undergo a suitable enhanced DBS disclosure. The appointment will also be subject to two satisfactory references.

Closing date for applications: 12pm Wednesday 4th October 2017
Shortlisting: Friday 6th October 2017
Interviews: Friday 13th October 2017