

Advert

Enthusiastic and Committed Administrator Wanted!

***Are you looking to work in a supportive and professional environment?
Do you want to belong to a professional learning community, with opportunities for growth,
development and career progression?***

If so.... The Lime Trust is the place for you

The Lime Trust, have an administration vacancy in Lime Academy Abbotsmede, we are looking for an individual to join our friendly and hardworking office team.

Lime Academy Abbotsmede

The post is advertised at Grade 7 for 32.5 hours a week (FTE £21,074 this salary will be pro-rata for these hours and TTO), Monday to Friday on a term time only basis, plus training days.

Previous school office experience is desirable but not essential.

You will have:

- High expectations and standards with the ability to work using your own initiative at a highly professional level;
- Good communication skills;
- Good interpersonal skills, both 'front of house' and as part of the staff team;
- Excellent organisation and multi-tasking skills;
- Good standards of literacy, numeracy and IT (all Microsoft Office packages);
- Resilience and a sense of humour!;

We can offer:

- A friendly and supportive school community who strive for the best outcomes for children and their families
- Opportunities for professional development

Application forms and Job descriptions can be obtained via any of the Schools websites. Completed applications should be returned to Laura Fisher Executive Business Manager
laura.fisher@limetrust.london

Closing date: 8th January 2019 at midday

Shortlisting: 8th January 2019

Interviews: 16th January 2019

Lime Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of employment is subject to satisfactory pre-employment clearances including the right to work in the UK, ISA registration, Disclosure and Barring Service, medical check and two satisfactory references