

Manor Hall Academy Trust

Loxley Hall School



Required from June/July 2022

Academy Administration Officer 37 hrs per week whole year

Grade 4, points 5 to 6

£19,650 - £20,043

Loxley Hall is a secondary residential school for 98 boys who have experienced rejection and often exclusion from mainstream education. We are part of Manor Hall Academy Trust. Our aim is to enable children to learn in an environment where basic skills, necessary for the next stage of their learning, are seen as essential to their overall success.

We are seeking to employ an enthusiastic person, to work in our busy school office to undertake administrative, financial and organisational processes within the school.

You must have the ability to communicate clearly and effectively, possess excellent keyboard skills and be able to prioritise work. Previous school office experience and knowledge of Arbor software would be desirable but is not a necessity as training will be given. As part of the interview process there will be a task for both Word and Excel.

Full details and application packs are available online at www.wmjobs.co.uk

Alternatively application packs are available from the school, by contacting the school office, on 01889 723050 or by e-mailing s.hunter@loxley.manorhall.academy
Completed application forms can be sent directly to the school, for the attention of Mrs Suzie Hunter, Office Manager at the school's address.

Closing Date: Thursday 19th May 2022

Interviews will be held on: Thursday 26th May

Loxley Hall School,
Stafford Road,
Uttoxeter
ST14 8RS

Tel: 01889 723050

Email: office@loxley.manorhall.academy

Executive Headteacher: David Bownds
Head of School: Mike Snowden

Our trustees offer strong leadership to the academy and are committed to honest self-evaluation and continual improvement. They have a wide range of skills and provide challenge and support in equal measure.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (DBS) (former CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. It is an offence to apply for this position if barred from working with children.