



Business Support Administrator

TPLTSS 3

£17,555-£17,906 Actual salary pro rata

Fixed term contract for one year until August 2022

The Priory Learning Trust is looking to recruit a Business Support Administrator to work at Pawlett Primary School Academy. We are looking for a friendly, hardworking, approachable individual to join our small but dedicated team. This front of house role will be the friendly face for pupils, staff, families and visitor's to school. The role will support the Principal and Academy Operations Manager, who has responsibility for Pawlett and The Huntspills Primary Academies.

This role will cover all aspects of school operations, as directed by the Academy Operations Manager. It will suit an enthusiastic individual who is able to multi task, willing to learn and develop and is flexible and adaptable in their approach. This post is 37 hours per week and is a term time only role plus two weeks, during this time there might be elements of lone working.

The role requires the postholder to have business car insurance, as there might be the need to travel between out TPLT family of schools.

If it excites you to be working in a school, in order to provide the best learning environment for children to achieve the best outcomes, we would like to hear from you.

We warmly welcome an informal visit or a conversation about this opportunity prior to application. Please contact abby.priestly@ppsa.theplt.org.uk

About The Priory Learning Trust:

The Priory Learning Trust is a Multi-Academy trust which supports primary and secondary schools in the South West of England. The PLT grew from a passion to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, of all abilities and social class groupings, in Weston-super-Mare and Highbridge. Our values at The Priory Learning Trust are *Students First, Cherishing Staff*.

The successful candidate will be:

- Enthusiastic and able to support the Operations Manager in all finance and admin responsibilities
- Confident in communicating via phone, email and in person
- Able to communicate effectively
- Able to work constructively as part of a team and show confidence in working independently
- Able to use a number of computer software programmes or be prepared to learn and partake in training and learning new skills

To tempt you further, we can offer:

- Delightful, amazing children who enjoy learning and coming to school;
- A very friendly school community;

- Dedicated and supportive colleagues;
- A listening and responsive Academy council;
- Excellent opportunities for your continued professional development;
- The opportunity to be part of our fantastic Multi-Academy Trust - The Priory Learning Trust;
- Attractive and well-resourced learning environments.
- Employee Assistance Programme
- CPD opportunities
- Free onsite parking
- Highly competitive salaries which are reviewed annually
- Discounted gym membership at our Academies
- Discounted Nursery fees at our Academy pre schools
- Pension Scheme
- Flu Jabs
- Generous annual leave entitlement for all year round staff
- Amazing career progression and opportunities
- Regular social events
- Employee Benefits Platform
- Cycle to work scheme

Early applications are encouraged as we reserve the right to close the vacancy early.

The Priory Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Offers of employment will be subject to satisfactory references and Disclosure and Barring Service clearance

The job description and an application form is available from recruitment@theplt.org.uk

Closing date: Monday 19th July 2021
Proposed interview date: Wednesday 21st July