

King Ina Church of England Academy
School Lane
Kirkham Street
Somerton
Somerset
TA11 7NL
Tel: 01458 272587

KING INA



CHURCH OF ENGLAND ACADEMY

Post Title: School Administration Officer
Salary: Grade 14 £17,391 - £18,672 full time equivalent
Contract type: Full time, 35 hours per week, term time only
Contract term: Permanent
Start date: September 2018

The Directors wish to appoint a new School Administration Officer to start in September 2018.

We are looking for a skilled, efficient and highly organised person to join our thriving school. The successful candidate will have responsibility for the management of pupil information, school meals, will undertake finance tasks involving ordering and invoicing and will carry out secretarial and administration procedures to ensure smooth running of the school.

King Ina Church of England Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This post is subject to an enhanced DBS check.

Visits to the school are welcome and can be arranged through the school office on: 01458 272537 or 01458 272837. To obtain a recruitment pack, including an application form, job description and person specification, please contact Miss Kate Pettemerides via email on: KPettemerides@educ.somerset.gov.uk, all applications should be returned electronically to Miss Pettemerides.

Visits to the school are warmly welcomed. Please telephone the school on: 01458 272537

Closing date: 24th May 2018

Interviews will be held on: 6th June 2018