



Job Advert

ADMINISTRATION OFFICER - ST JOHN'S C. OF E. PRIMARY SCHOOL - HINDLEY GREEN

QUEST (A Church of England Schools Trust)

QUEST Academy Trust is a successful and vibrant organisation that provides a caring and thoughtful quality of education across our family of schools within the Northwest region. Established in 2014, we have 5 Good schools which include 4 primary schools, nursery settings with before and after school club provisions and the University Collegiate School, Bolton comprising of secondary and sixth form education.

QUEST Academy Trust educates over 1700 children and young people across its five schools and nursery provisions within the Northwest. Each of our schools are recognised individually – each have their own legacy and history focused upon the educational needs of its children and community.

Admin. Officer – St John's C. of E. Primary School, Hindley Green

As an Administration Officer, you will play a crucial role in supporting the smooth running of the school's administrative processes. The ideal candidate will have excellent communication skills, strong organisational abilities, and a passion for engaging with the community. Previous experience in a similar role and a proactive approach to problem-solving will be advantageous.

Key Responsibilities

- To be a positive public 'face' and 'voice' of the school and Trust.
- To undertake a range of administrative, financial and IT based tasks including tasks relating to the use of school premises if required.
- To organise and co-ordinate supply cover as directed by senior teaching staff.
- To take notes/minutes of meetings as required and act as Clerk to the school's Local Governing Body.
- To produce a range of financial and attendance data and provide reports as required.
- To maintain and update manual and computer records/returns and management information systems and to manage, input & extract data/information in order to produce relevant reports as requested.

Requirements/ Experience:

- NVQ level 3 in Business Administration or relevant equivalent qualification or willingness to undertake
- 3 X GCSE's in English & Maths (Grade C minimum) or equivalent level of qualification

Why Join QUEST?

At QUEST, we are committed to supporting the well-being and professional development of our staff. As a member of our team, you will enjoy:

- Wellness Day - An additional day leave for you to spend time on your own wellness. A day to rest and recuperate, bringing your best selves back to work
- Family Friendly Policies
- Comprehensive CPD opportunities
- Pension scheme
- Cycle to work scheme

See employee benefits brochure for further details

If you are passionate about making a difference in the lives of our pupils and within our community, we would love to hear from you!

Visits to our school will be welcomed – please contact our school office to make an appointment.