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| **Job Title: Trust School Secretary**  | **Salary: £17745 PA pro rata, £9.20 per hour** |
| **School Base: Trust wide**  | **Contract Type: Fixed term initially- Possibility of permanent variable position.** |
| **Start Date: TBC End date: 27th May 2022** | **Hours: 15 per week** |
| **Interview Date: TBC** | **Closing Date: 23 /11/2021** |

**Trust School Secretary**

**Please return all applications and equal opps forms to** **Recruitment@andaras.org**

An employee of An Daras Multi Academy Trust knows that by using their own knowledge and experience, it can **Ignite Curiosity and Grow Capabilities** in young individuals, which will impact lives and help create a positive future. Does this sound like you?

**Our Aim**

An Daras Trust has the simple aim of ensuring our pupils receive the best educational experiences we can offer. Our intent is delivering an inclusive learning entitlement through a strong Trust wide wholistic curriculum model which focuses on enabling all pupils to achieve academic and emotional growth through the taught strategic themes of wisdom, knowledge, learning skills and personal capabilities.

**Information about the Vacancy**

An Daras Trust are looking to recruit a school secretary to work across the Trust schools as well as in the Central Office. The Trust require someone to provide secretarial cover during absences (short and long term) and additional administration support where needed. The successful candidate must be flexible to meet the needs of the Trust.

The hours will initially be for 15 per week, days to be confirmed/agreed

The successful candidate will:

* Be required to work across multiple sites, occasionally at short notice
* Provide general administrative support including processing documents & financial paperwork
* Be a first point of contact (face to face, telephone, emails) for families & visitors
* Support administration staff across the Trust
* Provide administrative support on specific projects

The successful candidate must:

* Hold a valid driving licence & have own transport
* Be flexible, able to multi-task
* Be quick to learn and use own initiative
* Good standard of practical skills, knowledge and experience of working in an office environment.
* Practical experience of word processing, email & other office electronic applications.
* Attainment of GCSE’s or equivalent (educated to level 2 standard) to include Maths & English.
* Good typing and word processing skills. Good oral & written skills. Good organisational skills. Good communication skills.

A full job description and application form can be found attached to this advertisement.

**Benefits**

What can An Daras Trust offer you?

* We will support you when you might be struggling by offering occupational sick pay as well as occupational maternity & occupational paternity pay.
* Stability knowing, we will support you when you might be struggling by offering a free counselling support service & advice on financial matters via our external insurers.
* Five paid family friendly days for emergencies.
* Provide business insurance cover when driving between sites for work
* A connection with our 8 primary schools and our pre-school which creates developmental opportunities.
* A developmental, fair and professional culture.
* Dedicated, friendly, committed team members.

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced DBS (Disclosure and Barring Service) check and will be assessed against the Childcare Disqualification Regulations. Right to work in the UK and qualifications will also be checked.