



THE LIMES

PRIMARY ACADEMY

Growing Learners for Life

Vacancy – Admin Officer

Grade 3 (above the bar, points 17 - 21) £18,672 - £20,541 pro rata

The Limes Primary Academy, Lime Avenue, Oulton, Lowestoft, Suffolk NR32 3BQ

Start date: 1st September 2018 **Contract type:** Permanent - 35 hours pw, 39 wks per year

Are you:

- Well organised, hardworking and ready for a challenge?
- Solutions focused, proactive and able to use your initiative to solve problems?
- Experienced in working in a busy office environment?
- An excellent communicator, able to relate equally to children and adults alike?
- Skilled in the use of databases and Microsoft Office?
- Flexible in your approach to planning the working day?
- Child centred, putting the pupils at the heart of what you do?

If so, you'll love working at **The Limes Primary Academy!**

The Limes is a brand new, state of the art school being built on the Woods Meadow estate in Oulton, Lowestoft and as our new Admin Officer you will be someone who is up for a challenge and wants to get stuck in with all aspects of our academy life! The Admin Officer is instrumental in the running of the school office, ensuring that school's admin processes are well managed, that databases are accurate and up to date and that visitors to the school receive an excellent service. As the school grows, there is the possibility for the role to be regraded to a higher pay range for the right candidate. In return, we can offer you:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Opportunities to further develop your career within our Multi Academy Trust, REAch2, the largest primary-only academy trust in the country.
- The unique opportunity to help develop and shape a brand new school.
- A stunning school environment, with state of the art facilities.
- And, most importantly, AMAZING children just waiting to meet you.

The academy Headteacher is looking to appoint permanent staff and join her in having the unique opportunity to build and grow the school from its infancy and be part of the founding team opening the academy in September. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding, seeing the academy take shape over the next few years and being part of that vision and growth from the very start.

How to apply

If you would like an informal discussion, please contact Tim Marjoram, the Business Manager, at office@thelimesacademy.org or telephone (01502) 584661 (Gunton Primary Academy, where our Business Manager is currently based). We hope you will take the time to find out more about our new academy and experience our warm welcome.

For further details, please see the following documents, available to download at:
www.thelimesacademy.org/recruitment

- Candidate application pack
- Application form
- Equal opportunities monitoring form

Closing Date: Monday 16th July at 9am
Interview Date: Wednesday 18th July

Please return your completed application forms to:

Tim Marjoram, Business Manager
The Limes Primary Academy
c/o Gunton Primary Academy
Gainsborough Road,
Lowestoft,
Suffolk
NR32 4LX

Email: office@thelimesacademy.org

www.thelimesacademy.org

 @TheLimesAcademy

 The Limes Primary Academy

Additional Information

The Limes Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to an enhanced DBS Check and satisfactory written references.

The school and REAch2 Academy Trust reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged. Initial interviews may be held by Skype or Zoom.