

Post title	Senior Administrative Officer
Location	Oyster Park Primary Academy, Watling Rd, Castleford WF10 3SN
Grade	Grade 6
Salary	£27,711- £30,060 FTE (Term Time + Insets) Actual £22,823- £25,085
Hours	35 hours a week Mon-Fri (hours negotiable)



Oyster Park Primary Academy values each and every child for their unique talents, interests, abilities and skills. We build positive relationships within a nurturing environment and promote a ‘can do, have a go’ attitude which helps children to become more creative, resilient and independent. Oyster Park Primary Academy is currently part of Northern Ambition Academies Trust, which comprises of four schools across the primary and secondary phases. We’re situated in the former industrial heartland of Yorkshire, close to the junction of the M62 and A1 and its transport links. Our ethos is children first and we’re here to transform the lives of children, many from hugely disadvantaged backgrounds. Working in our schools can be very challenging, but hugely rewarding.

Northern Ambition Academies Trust is currently in a period of transition with the Trust planning to join Castleford Academy Trust during the academic year 2024/25. This is an exciting time to be joining our school on our journey of further growth and development.

We are looking for an enthusiastic Senior Administrative Officer to join our team at Oyster Park Primary Academy. You will work directly with the School Business Manager and be responsible for administrative and financial tasks and processes within school. You will be responsible for the marketing and promotion of the school and have ownership for updating all school social media platforms, and the school’s website.

The ideal candidate will be highly organised, resilient and able to prioritise tasks and keep on top of deadlines. You’ll need to have attention to detail and be confident in working with admin and finance systems. You will be working with colleagues across the school, so you’ll need to love working with people and have very high standards. You will also need to be

confident and clear in your communications, as the outward face of the school will be in your hands. You will be the first point of contact for parents/carers/visitors to the school so will need a calm and resilient manner.

Our wellbeing programme includes a range of benefits including:

- The opportunity to work collaboratively within a vibrant, supportive family of schools.
- Organised CPD and the development of all staff.
- Our commitment to staff wellbeing (as shown by our Wellbeing Awards for Schools and school-based Staff Wellbeing Ambassadors who are all trained Mental Health First Aiders).
- Wellbeing provision – EAP (Employee Assistance Programme) through School Wellbeing offering over 21 services
- Annual appraisals.
- National College membership.
- The Key membership.
- Recognition including Random Acts of Kindness and Staff Awards.
- Our Northern Lights Trust Recognition scheme.
- Discounted Microsoft products.
- Annual flu jabs.
- Pension Scheme, excellent employer/employee contributory scheme with the Teachers’ Pension Scheme/West Yorkshire Pension Fund

Talk to our staff or pupils and you’ll find out how proud we are of our school, its supportive atmosphere and strong team ethos.

If you would like to arrange a visit, please contact If you would like to arrange a visit, please contact the Trust HR Department by email HR@northernambition.org.uk or by telephone on 01977 364702/364746.

For further details, including the recruitment pack and Trust brochure, visit www.northernambition.co.uk

Closing date for applications	8am - 12 th December 2024
Date of interview	18 th December 2024

We reserve the right to close any vacancies from further submissions, when we have received sufficient applications from which to make a shortlist. Please ensure you apply without delay if you wish to be considered for this role. If you have not heard from us within 4 weeks from the closing date please assume your application has been unsuccessful.

Northern Ambition Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check prior to employment.