

St Peter Site

Court Road
Cranfield
Bedfordshire
MK43 0DR

Tel: 01234 750261 (1)

St Paul Site

Braeburn Way
Cranfield
Bedfordshire
MK43 0EH

Tel: 01234 750261 (2)



Headteacher: Mrs Lisa Munday (NPQH, NPQEL)

www.cranfieldchurchofenglandacademy.co.uk

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April 2024

Dear Prospective Applicant,

POINTMENT OF OFFICE ADMINSTRATOR AT CRANFIELD CHURCH OF ENGLAND ACADEMY

Thank you for your interest in the above post. This is an excellent opportunity to join the staff team. Cranfield Church of England Academy and Little Cranes Pre-School enjoys an excellent reputation, has much strength and is a good school. We are committed to working towards our overall vision of aspiring for all members of our family to live life in all its fullness.

Our Academy serves the community of Cranfield and is located on two sites within the village. We have a very strong Christian ethos, an international focus and a rich and diverse make-up where everyone is valued. We have well established links to the local church and village and to serving the local community.

There is an exceptionally strong sense of community at Cranfield Church of England Academy and we pride ourselves on our positive relationships – our outstandingly behaved children really enjoy coming to our school and our highly committed staff really enjoy working here.

A wealth of information about our school can be found on our website:

<http://www.cranfieldchurchofenglandacademy.co.uk>

We are looking for a high-quality administrative assistant to join our team to cover the absence of the current post holder. The successful candidate will need to have strong communication and interpersonal skills, previous administrative experience, good organisational skills and an ability to prioritise and uphold our Christian ethos.

To apply for this post please complete the application form. The person specification contains the criteria the panel will use in the selection process. When completing the application form, please follow these guidelines:

- electronically submit your application form together with a covering letter. Do not submit a CV instead of an application form
- a criminal record declaration can be found at the end of the application form which should be completed as part of the application
- ensure it arrives no later than **09:00am on Monday 29th April 2024.**

Visits to the school are welcomed. Mrs Bolitho (School Business Manager) can be contacted at school on 01234 750261, Opt 2.

Thank you very much for your interest in this post and I look forward to hearing from you.

Yours sincerely

Lisa Munday

Our Christian Vision aspires for all members of our family to 'live life in all its fullness', by;

- ◆ being **immersed** in enjoyment, achievement and learning,
- ◆ being **upheld and motivated** in our journeys by a Christian, values-based education,
- ◆ **aspiring** to greatness in all its forms,
- ◆ **flourishing** in the process,
- ◆ **Living God's Love'** as a part of every day.