



The staff and children of our Academy are looking for an outstanding

Office Administrator

School: Cranfield Church of England Academy

Start date: As soon as possible

Salary: Level 2A – Point 4 - £23,114 FTE

Hours: 8.00am – 4.00pm – Monday to Friday

Contract: Permanent

Cranfield Church of England Academy is an engaging, stimulating and committed Christian school that places children at the heart of all of its work. Highly supported by an experienced Senior Leadership Team, dedicated Governing Body, a team of enthusiastic and engaged staff, and inspirational children, the school radiates a passion for learning.

Our school offers the successful candidate opportunity to support the Academy's administration and in doing so, enhance the educational environment and experiences for our wonderful children. The position will be predominantly based at our Saint Paul's Site.

Fully immersed in our ethos of 'enjoying, achieving and learning', we want an Office Administrator who:

- Will uphold a strong **Christian ethos**;
- Will expect the **highest of standards** of themselves, our staff and children – providing a sense of hope, calm and positivity at all times.
- Will be proficient in the use of technology and management softwares.
- Will manage all aspects of delegated administration with high levels of organisation and superb 'customer service'.
- Will interact in a values-based way with our children and staff.

Cranfield Church of England Academy is passionate in providing an environment that enables children, staff and parents to **flourish, develop and achieve**. We are looking for an Office Administrator who shares this drive, is enthusiastic and equally motivated in promoting the vision and values of the school itself.

If you are interested in applying for the role, please contact our School Business Manager, Mrs Zoe Bolitho for more information; recruitment@cranfieldacademy.co.uk



Saint Peter's Site: Court Road, Cranfield MK43 ODR
Saint Paul's Site: Braeburn Way, Cranfield MK43 OEH
Telephone: 01234 750261

Closing date: Monday 29th April 2024, 9am
Interviews: Friday 3rd May 2024



Diversity statement: At Cranfield Church of England Academy, we support the principle of equality and diversity in employment wholeheartedly and welcome applications regardless of age, disability, religion or sexual orientation.

Safeguarding statement: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Candidates will be required to undergo a number of pre-employment checks including an enhanced DBS check.

 Enjoying - Achieving - Learning