



**Forest Way School
Warren Hills Road
Coalville
Leicestershire
LE67 4UU**

01530 831899

Administration Officer (Temporary to cover maternity leave) – Grade 7 - Pay Points 11 to 14 – Salary range - £20,496 to £21,750 actual salary

To start – as soon as possible

We are looking for an experienced Administration Officer to cover maternity leave but there may be further opportunities for the successful applicant. You will work as part of a successful, positive team to provide quality administration support for the school.

The post is for 37 hours per week, for 52 weeks per year. You would be eligible to 24 days annual leave plus 8 Public Holidays.

For further information and an application form please visit our website - www.forestway.leics.sch.uk

Closing date:- Friday 15 January 2021 at 9.00am

Forest Way School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references and medical clearance.

This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list check) and completion of Keeping Children Safe in Education – Childcare Disqualification requirements.