



## **Accounts and Office Administrator**

<b>Organisation:</b>	All Saints Schools Trust – Central Office Team
<b>Location:</b>	The Granary at Wingfield Barns, Church Road, Wingfield, Diss, Norfolk, IP21 5AR
<b>Closing date:</b>	Friday 3 <sup>rd</sup> May 2024
<b>Salary:</b>	Grade 3 Point 4, £23,114 pa pro rata (pay award pending)
<b>Hours of work:</b>	18 to 21 hours per week, 38-40 weeks per year
<b>Required:</b>	As soon as possible
<b>Contract:</b>	Permanent

All Saints Schools Trust are looking to recruit an enthusiastic, friendly and dedicated Accounts and Office Administrator for their Central Office Team. As a successful multi academy trust, we can provide our staff with access to a wealth of support, CPD and networking opportunities.

We can offer:

- A friendly and supportive staff team that enjoys working together and with its schools.
- The opportunity to be part of a Trust that is committed to professional development.
- An excellent employment package including LGPS pension, free childcare clubs at ASST schools.

In return we ask that you:

- An ability to maintain confidentiality and be highly organised.
- Excellent communication skills.
- A good standard of written English and Maths (GCSE grade A-C or equivalent).
- The ability to use Microsoft Office packages and experience of accounting packages.
- Experience of working in an office and/or education environment would be advantageous.
- A positive person with a good sense of humour.

**All Saints Schools Trust is a group of 14 successful schools sharing expertise and resources. This powerful collaboration provides excellent continued professional development and career prospects.**

If you would like further information or have any specific queries, please contact Karen Preece on 01986 899604 or email [k.preece@asst.org.uk](mailto:k.preece@asst.org.uk).

Application deadline:	Friday 3 <sup>rd</sup> May 2024
Interviews:	Rolling interview schedule upon receipt of suitable applications

We reserve the right to close this advertisement early as we will interview shortly after receipt of suitable applications - we strongly suggest that application forms are forwarded as soon as possible to avoid disappointment.

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. DBS checks required for relevant posts.*