



The Bishop of Winchester Academy

Become part of the success story

The Bishop of Winchester Academy is an oversubscribed and thriving Church of England School, recognised by Ofsted as 'Improving the life chances of all our pupils' (May 2017). There are exciting opportunities to join our motivated and ambitious team driven by the mantra of high expectations – no excuses.

Office Administrator

37 hours per week, Term Time only plus 2 weeks

NJC Scale 18-20 FTE: £18,070 - £19,430 (this will be prorated in line with Academy terms & conditions).

An opportunity exists for a suitable individual to work as an Administrator at The Bishop of Winchester Academy.

The successful candidate will have excellent organisational skills with a thorough working knowledge of MS Office and ideally SIMS (training can be provided). A professional calm approach, attention to detail, confidentiality and the ability to work to tight deadlines under pressure are essential, as is the ability to communicate and deal confidently with a wide range of people and situations including students, parents and staff.

You will be comfortable working in a fast-paced environment of high expectations - no excuses and enjoy delivering excellence in all that the Academy Admin team does.

We welcome applications from prospective new staff prepared to share in the experience of school improvement.

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be undertaken of the successful applicant's background credentials, including enhanced DBS checks.

For further information and an application pack please visit the school website www.tbowa.org. Please email completed applications to Francesca.Welsh@tbowa.org addressing the cover letter to Paul McKeown, Principal.

Closing Date: 13th August 2017

Interviews will be held as soon as possible after closing date.