

FULWOOD ACADEMY
Black Bull Lane
Fulwood
Preston
PR2 9YR
Tel: 01772 719060



Business Support Officer
Required for ASAP

We are seeking to appoint a proactive, reliable and committed Business Support Officer. The successful applicant will work alongside the Attendance Manager and in the busy school office which includes reception. This is an exciting opportunity for someone who wants to make a difference to the lives of our pupils at Fulwood Academy

We Care, We Challenge, We Commit are at the heart of all we do and you will join a fabulous team of staff and pupils. You will be involved in a very exciting phase of Fulwood's journey to be an Outstanding school.

You will join a team of staff who share the passion to develop pupils learning with strong subject knowledge and who are committed to providing the best learning opportunities possible for the pupils of Fulwood.

The successful person will:

- Undertake a range of administrative tasks both in the main office and in the attendance office.
- Be an integral part of the administrative team and make contributions to make to the wider Academy.
- Be enthusiastic, resourceful and keen to ensure that the highest possible standards of personal development are being achieved.
- Dedication to improving the opportunities for the pupils of Fulwood Academy by delivering a broad and innovative curriculum

We can offer you:

- A friendly and diverse pupil and staff community
- A broad and wide-ranging staff development programme
- A staff rewards package including benefits and discounts
- A strong behaviour system that supports Teaching and Learning
- The opportunity to join an academy with exciting plans for the future
- An environment focused on raising standards
- Opportunities for career development

Working Requirements: 37 hours per week, Term-Time, plus 15 days, Mon-Thurs 8.00am-4.00pm, Fri-3.15pm

Salary: Scale 4, SCP 11-14 (£25,481-£27,211) pro rata – Actual (£22,938-£24,495)

Details/application forms are available from the vacancies section of the academy website and returnable to: Mrs P Ward, PA to SLT either at the above address or using the following e-mail address.

p.ward@fulwoodacademy.co.uk

Closing date: Monday 18th August

Interviews: W/C 1st September

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.