

JOB ADVERTISEMENT

Post title	Administrative Officer
Location	Smawthorne Henry Moore Academy, Ashton Road, Castleford, WF10 5AX
Grade	Grade 4 scale points 5 - 6
Salary	Starting salary £25,583 Full Time Equivalent. Actual salary £22,275
Hours	37 hrs per week, term-time plus 5 days
Start date	As soon as possible

Applications are invited from enthusiastic and committed people to work as an Administrative Officer in our Primary Academy (part of Accomplish Multi Academy Trust).

Purpose of job: to be the first point of contact at the school office, ensuring effective administration for school staff, parents/carers and visitors.

Main Duties and Responsibilities

You will be the first point of contact for both face to face and telephone enquiries for the academy.

You will have excellent interpersonal skills and be able to contribute effectively to the experienced team.

You will have strong time management skills and attention to detail and feel confident working with administration and finance software systems.

You will be able to demonstrate and encourage respect and understanding for all and be able to follow our policies and procedures.

We:-

- * will provide an excellent school setting
- * have an atmosphere of friendly staff and children
- * will provide induction and support as needed
- * look forward to welcoming you to our team

Smawthorne Henry Moore Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Please see the Accomplish Trust website for the application form.

Please send your completed application form by email to recruitment@amat.org.uk

Closing Date: Friday 12 December 2025 – interviews to be held Thursday 18 December 2025

Please note that the application date may close earlier if a high volume of applications are received.