



Vacancy



The governors of the Willow Tree Federation are seeking to appoint

School Administrative Officer

To join our amazing team at the Willow Tree Federation.

This role will be to **support the ethos and procedures of our school as part of the 'front of house' office team.** The successful applicant will be working alongside the office team to provide administrative and financial support, alongside day to day reception duties.

8:30am—4:30pm with half an hour lunch break
5 days per week (Mon-Fri)
37.5 Hours per week £12.45-£12.65 per hour
Term time only (38 weeks)

Permanent position

Starting as soon as possible

Closing date for applications is
Noon on **Thursday 15th May 2025**

**Interviews will held on:
Thursday 22nd May 2025**