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**ADMINISTRATIVE ASSISTANT –FIXED TERM CONTRACT UNTIL 27th June 2024**

**37.5 HOURS PER WEEK TERM TIME ONLY**

Dollar Academy has been a co-educational day and boarding school since its foundation in 1818. Today, it provides an exceptional all-round education to around 1,350 pupils aged 5-18. Our focus is on encouraging the individual talents and ambitions of every young person, in a positive and supportive environment that fosters the development of transferable skills, self-confidence and strong personal values. A belief in developing the whole person is central to the Dollar ethos.

We have recently been named as the Sunday Times Scottish Independent School of the Year 2024.

The school’s location is undoubtedly one of the most scenic in the country, set against the Ochil Hills and the historic Castle Campbell, but within easy reach of the major towns of the Central Belt and just 40 minutes from Edinburgh Airport. The Dollar community is welcoming and vibrant. The whole school sits within a single, stunning 70-acre campus.

A fixed term vacancy has arisen within the School Office at Dollar Academy for an Administrative Assistant.

Reporting to the School Office Manager the successful candidate will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the Academy.

Duties are varied and alongside the general admin duties expected within a busy school office may include areas such as morning registration, dedicated admin support to various departments, school communications and parents evening support.

This post requires a hard-working individual who is dedicated, diligent and flexible with a good knowledge of Microsoft Office. The ability to relate to a wide variety of people during the course of the day and handle changing needs and priorities whilst meeting deadlines in an accurate and effective manner is essential.

A full job description is available on our website.

Hours

Normal hours of work will be 37.5 hours per week. This is a term time only position.

Salary

Salary will £23,400 per annum.

Pension

Our support staff are auto enrolled in the Local Government Pension Scheme, to which the Academy make a very generous Employer’s Contribution.

School Fees

Employees whose children attend the Academy are eligible for fee remission, and details will be made available to the successful candidate where relevant.

Disclosure Scotland

All appointments at Dollar Academy are subject to membership of the *Disclosure Scotland Protection of Vulnerable Groups Scheme*. The successful candidate will be asked to make a formal application, the cost of which will be covered by the Academy.

How to Apply

The Academy’s Support Staff Application Form must be completed and is available to download by visiting our website. Completed application forms should be mailed to: The Human Resources Assistant, Dollar Academy, Mylne Avenue, Dollar, FK14 7DU, Clackmannanshire OR emailed to [recruitment@dollaracademy.org.uk](mailto:recruitment@dollaracademy.org.uk)

The closing date for applications is noon on Friday 20th September 2024; however, we reserve the right to stop recruitment prior to the closing date if a successful candidate is identified.