Business Support & Data Officer
North region

Service: National School Breakfast Programme.
Location: Homebased in the north with access to a Family Action office at M40 7DA

Salary: £22,839
Hours: 37hrs
Contract: 2 years, with the possibility that it will be extended.

Family Action is a UK charity which was established in 1869. We are very excited to be launching the largest ever national roll out of a school breakfast programme, based on the successful model developed by our delivery partner, Magic Breakfast. The School Partners will make a vital contribution in ensuring thousands of children in disadvantaged areas have a healthy breakfast and start the day with the right fuel for learning.

Working with schools across the country, the programme will support the development of breakfast provision to deliver healthy breakfasts with the aim that no child starts the school day too hungry to learn.

Our Values:
People focus, Mutual Respect, Excellence in all we do and a Can Do attitude.
If you can relate to these and have the necessary skills and attitude we can offer you:-

- A competitive salary, leave entitlement and pension scheme
- Career development opportunities
- A full induction and on going quality training
- The opportunity to become part of national Family Action initiatives
- Flexible working hours
- Managed work loads and regular supportive and reflective supervision

We are seeking a highly motivated, enthusiastic and knowledgeable administrator and data handler, with experience of working in a multi-agency or partnership setting, preferably in education. The post-holder will work in close partnership with a team delivering support to schools to launch, run and sustain breakfast provision for their students.

You will preferably have a relevant qualification in administration or business and have extensive experience of delivering administrative services in partnership with schools or other educational settings.

The post-holders will be employed by Family Action and seconded to Magic Breakfast

For an application pack and further information, please visit www.family-action.org.uk/workingwithus
Please email completed applications to: completed.application14@family-action.org.uk

Closing date: Monday 30th April at 9am Interview dates: TBC

Family Action offers good working conditions, a comprehensive training programme and a Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.

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