



Administration Assistant – Part-Time

Part-Time: 30 hours per week (Monday – Friday 10:00am – 5:00pm) - Term Time Only
Grade 3 pt. 15-17 F.T.E. £20,136 - £20,472 £10.73 - £10.91 per hour

Passion – Urgency – Positivity – Aspiration – Commitment

We are looking for an outstanding Administration Assistant to join a talented and committed team. As part of STEP Academy Trust, you will be joining a highly inspirational and ambitious organisation, which strives for excellence in order to achieve the best possible outcomes for its pupils.

We are looking for a person who has:

- Excellent English / mathematics skills;
- Effective use of specialist ICT packages;
- A positive outlook and a 'can do' attitude;
- Is able to organise and motivate themselves and others;
- Ability to relate well to children and adults.
- Experience using SIMS desirable but not essential.
- Experience of working in a school environment.
- Knowledge of HR and Safeguarding would be an advantage, but is not essential as full training will be provided.

Closing Date for internal STEP staff who have been issued with a risk of redundancy letter: **Noon Wednesday 28th November 2018**

Please note that applicants who are at risk of redundancy will have their applications considered separately ahead of those who are not at risk

Closing Date for all other applicants: Noon Wednesday 5th December 2018

Shortlisting Date: Thursday 6th December 2018 (please assume your application has been unsuccessful if you have not been notified by **Friday 7th December 2018**)

Interview Date: Tuesday 11th December 2018

You are welcome to contact us for an informal discussion about this post prior to application. Please contact Amanda Hasdell on 01689 843103 or email amanda.hasdell@stepacademytrust.org

Application packs can be downloaded from the STEP website. Completed application forms and personal statements should be returned to Tudor Academy. CVs are not accepted.

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. The STEP Academy Trust is an equal opportunities employer.

Tudor Academy is part of STEP Academy Trust
Striving Together for Excellence in Partnership