

Administration Assistant –Full -Time

Full-time: 36 hours per week (Monday – Friday) - Term Time Only

Grade 3 spt. 5 - 6 F.T.E. £21,591 - £21,981

(Pro rata £19,137 - £19,476 pa)

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: Noon Friday 24th January 2020

Shortlisting Date: Tuesday 28th January 2020 (please assume your application has been unsuccessful if you have not been notified by **Monday 27th January 2020**)

Interview Date: Thursday 30th January 2020

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.