



**STEP ADMINISTRATION ASSISTANT  
BEDDINGTON PARK ACADEMY**

**Grade 3 – Scale Point 5 -7 (£20,083pa - £20,816pa pro rata salary)  
36 hours per week to be worked Term time, plus INSET days, plus one week  
Required for September 2021**

**INTERNAL APPLICANTS ONLY**

**Passion - Urgency - Positivity - Aspiration - Commitment**

STEP Academy Trust is seeking to appoint an Administration Assistant to provide general administrative support to the Academy. Based at Beddington Park Academy, you will join a strong and supportive team of staff who are committed to providing the best possible learning opportunities for its children and staff. Candidates must be committed and passionate about improving the life chances of every child.

**We can offer you:**

- An exciting and dynamic workplace, offering an outstanding education to all of its pupils;
- Enthusiastic children who are keen to learn;
- Excellent professional development and promotion opportunities.

The Job Description and Person Specification fully outline the requirements of this post and can be found on our website - [www.stepacademytrust.org](http://www.stepacademytrust.org) . Supporting statements written in line with the Person Specification should be returned by email to [kelly.mckie@stepacademytrust.org](mailto:kelly.mckie@stepacademytrust.org)

STEP Academy Trust believes that its workforce should reflect the local community and that all groups within the community should have equal access to the Trust's employment opportunities. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Applicants must hold the right to work in the UK.

**Closing date: Thursday 22 July 2021 at 12 noon.**

**Interviews: Friday 23<sup>rd</sup> July 2021**

**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.**

**CVs are not accepted.**