



**STEP Administration Assistants  
South London  
Internal applicants only  
36 hours per week term time only**

**Salary Range: G3 -£22,185pa - £22,995pa FTE  
Required for January 2022**

**Passion – Urgency – Positivity – Aspiration – Commitment**

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. We are looking to appoint Administration Assistants to join STEP Academy Trust, within one of our South London academies.

We are looking to recruit excellent administrators who are able to support the academy office team in building a reputation for excellence.

The successful candidate must:

- Have the ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.
- Have good numeracy, literacy and keyboard skills.
- Have the ability to communicate effectively.

The Job Description and Person Specification can be downloaded from the STEP website – [www.stepacademytrust.org](http://www.stepacademytrust.org)

Completed supporting statements written in line with the person specification should be returned by email to [recruitment@stepacademytrust.org](mailto:recruitment@stepacademytrust.org). CVs are not accepted.

STEP Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

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: Monday 29<sup>th</sup> November 2021 12 noon

Interviews: Wednesday 1<sup>st</sup> December 2021