

STEP Administration Assistant

Hailsham, East Sussex

Salary Range: Grade 4 – point 9 FTE £19,264pa to point 10 FTE £19,650pa

Pro rata from £11,379pa

24 Hours per week term time only

Monday, Tuesday and Wednesday 8am to 4.30pm

Internal applicants only

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 an Administrative Assistant to join our Hailsham academies.

Our ideal candidate will have:

- NVQ 2 or equivalent qualification or experience in relevant discipline;
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation;
- Good numeracy, literacy skills and keyboard skills;
- Ability to relate well to children and adults;
- Ability to communicate effectively
- Ability to work successfully as a team member establishing effective working relationships and flexible working practices

The Job Description and Person Specification can be downloaded from the STEP website – www.stepacademytrust.org

Completed supporting statements written in line with the person specification should be returned by email to: recruitment@hawkesfarmacademy.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. This post is subject to an Enhanced DBS Check and satisfactory references.

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.

Closing date: Tuesday 10th May 2022

Interviews: Wednesday 11th May 2022