



STEP Administrative Support Assistant
Hawkes Farm Academy, Hailsham, East Sussex
East Sussex Grade 4, points 9 (£19,264) to 10 (£19,650) pro rata from £17,069pa
36 hours per week, term time only plus Insets, 8am – 4pm

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

We are looking to recruit an Administrative Support Assistant to join the team in Hawkes Farm Academy, Hailsham.

We can offer you:

- enthusiastic children, who are keen to learn;
- a dedicated leadership team, who are committed to supporting and developing colleagues;
- excellent professional development and promotion opportunities;
- membership to Perkbox discount scheme;
- subsidised private health care with Benenden;

Our ideal candidate will:

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Have the ability to work under pressure in a constantly changing and demanding environment and remain professional at all times.
- Very good numeracy/ literacy skills
- Effective use of ICT and other specialist equipment/ resources

You are welcome to contact us for an informal discussion about this post prior to application via email – hayley.scott@stepacademytrust.org . The Job Description/Person Specification and Application Form can be downloaded from the STEP website – www.stepacademytrust.org

Completed application forms with 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 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 3rd October 2022, Midday

Interviews: TBC

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.