



## **STEP Administration Assistant**

Required for Gonville Academy

36 hours per week – term time plus 1 week

Salary Range: G3 £24,804pa - £25,629pa FTE – (actual £22,453pa - £23,200pa)

**Required ASAP**

### **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 appoint an Administrative Assistant to join Gonville Academy based in South London.

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;
- A free school lunch when working in school.

Our ideal candidate will:

- 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.

You are welcome to contact us for an informal discussion about this post prior to application, please contact Kelly Mckie: [kelly.mckie@stepacademytrust.org](mailto:kelly.mckie@stepacademytrust.org) to make arrangements.

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

Completed application forms with supporting statements written in line with the person specification should be returned by email to [gemma.wright@stepacademytrust.org](mailto:gemma.wright@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.

This post is subject to an Enhanced DBS check and satisfactory references.

**Applications will be considered upon receipt and successful candidates will be contacted for interviews.**