



**Administrative Assistant
Phoenix Academy, Hailsham**

**East Sussex Grade 4, points 9 (£21,189) pro rata from £4,714pa
9 hours per week, term time only including inset days
8:30am – 1:00pm - 2 days a week**

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 a Senior Administrative Support Assistant to join the team at Phoenix Academy in Hailsham.

Our ideal candidate will:

- NVQ 3 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

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;

To arrange an informal discussion about this post prior to application please email lexey.brown@stepacademytrust.org

Completed supporting statements written in line with the person specification should be returned by email to recruitment@phoenixstepacademy.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: 24th March 2023 at midday

Interviews: W/C 27th March 2023

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, Social Media check and satisfactory references.