



Vacancy

Academy Administrator (Sixth Form & Careers)

Salary: Grade: C, points 2-4 (£18,198 - £18,933 pro rata)

Actual Salary: £6686 - £6956 p.a.

Hours: 16 hours per week, term time only inc training days

*(Hours to be spread across 4-5 mornings but can be flexible
for the right candidate)*

Contract: Permanent

Required: ASAP

We are seeking an adaptable, motivated person to work as part of our dynamic and supportive team in the post of Academy Administrator for the Sixth Form and Careers.

If you:

- have drive and ambition
- are highly organised
- have strong communication and IT skills
- are a team player
- enjoy working with young people
- are calm under pressure and take a proactive and solutions driven approach

We can offer you:

- a chance to work in a busy, dedicated team
- professional development
- experience in a variety of school administrative tasks
- no two days the same
- the opportunity to be a part of a highly successful Sixth Form

Closing date: Monday 27th September 21 (12 noon)

Arreté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including enhanced DBS disclosure