**Vacancy at Springwell Leeds Academy**

**Administration Assistant**

**Initially working with the SEN Team at our Burley Park site before ultimately being based at the new Leeds South building**

**Salary:** Scale Point 8-13. FTE £15,246 - £16,491 (Actual salary –

Term Time only (39 weeks)

**Hours of Work:** 37 hours per week

**Details of Post:**

As part of the Wellspring Academy Trust’s long-term plan to create world-class SEMH provisions in Leeds, in a new, multi-site Academy, we have set up temporary settings around the city. These small ‘satellite’ schools are part of the Trusts interim plans as we move towards three purpose built sites around the city, in which £45 million is to be invested. Staff involved in these interim settings will play a central role in the new schools which are due for completion during 2018.

The post holder will be based temporarily at our Burley Park site within the SEN Team.

While working with the SEN team the post holder will undertake varied administration tasks, such as admission of students, recording minutes of meetings, ensuring the MIS system is maintained and managed with correct student data and a multitude of admin tasks. Other duties will be at management discretion.

When the new academy building is open in the south of the city, the main areas of this post will be to work as receptionist and to provide clerical and administrative support to the staff in a range of areas on a day to day basis. (See job description for details.)

Applications are invited from perspective candidates having at least five GCSE’s (Grades A - C), including Mathematics and English, RSA Level 2 typing / word processing, a high level of IT competence and an experience of working within an administrative role.

The successful candidate will be working in a busy office environment and as an administrator and receptionist. They will be the front of house as the first port of call for parents and visitors to the site. They will need to be highly proficient, self-motivated and disciplined. The ideal candidate will have experience of Microsoft packages and possess excellent communication skills. You will also be able to learn new systems quickly with training provided. This is an excellent opportunity for an individual looking for an administrative career within the education sector.

**For more information, please contact Steve Tighe, Executive Vice Principal, at s.tighe@springwellacademyleeds.org**

The closing date is **noon, Friday 7th July 2017** with interviews taking place as soon after the closing date as possible.

**To apply please complete the application form and return by e-mail to Sarah Reeder, PA to the Executive Principal at** **s.reeder@springwellacademyleeds.org**

Springwell Academy Leeds is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

[www.springwellacademyleeds.org](http://www.springwellacademyleeds.org)

[www.wellspringacademytrust.co.uk](http://www.wellspringacademytrust.co.uk)