

Springwell Leeds Academy

**ADMINISTRATION ASSISTANT REQUIRED
TO START AS SOON AS POSSIBLE
(FIXED TERM FOR ONE YEAR IN THE FIRST INSTANCE)**

Based at the new Leeds South Building, Middleton

Salary Details: Point 9 – 17. FTE : £16,755 - £18,672. Actual salary: £14,266 - £15,899.

Term Time plus 5 days (39 weeks pro-rata). Hours of Work: 37 hours per week

Details of Post:

Springwell Leeds Academy require an experienced Administration Assistant to work as a general administrator at our South Leeds site in Middleton. You will be part of a dedicated admin team serving the needs of the staff and students on site. This is an exciting opportunity to be part of a new building and fully involved in the set-up of new admin systems.

The main areas of this post will be to work to provide clerical and administrative support to the staff in a range of areas on a day to day basis, cover reception and support the work of the Administration Manager. (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 the Administration Manager for the Springwell Leeds South site, Jenny Ellis at j.ellis@springwellacademyleeds.org

Closing date for applications: Noon, Friday, 18th January 2019. Interviews will take place as soon after the closing date as possible.

To apply, please complete the application form and return by e-mail to s.reeder@springwellacademyleeds.org

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