

Vacancy at Springwell Leeds Academy Administration Assistant (East Leeds site, Seacroft)

Salary: Point 3 – 6 FTE: £18,562 - £19,698 (Pro-Rata Salary: £15,935 - £16,904)

Term Time only + 5 days (39 weeks).

Working hours: 37 hours per week

Details of Post:

An exciting opportunity has arisen to join a committed team of staff at Springwell Leeds Academy as an Administration Assistant. As part of the Wellspring Academy Trust's long-term plan to create world-class SEMH provision in Leeds, in a multi-site Academy, we have three purpose built schools across the city. These three buildings represent a £45m investment from Leeds.

The post holder will undertake administration tasks, such as running reception, admission of visitors, taking and responding to telephone calls and emails, updating the school MIS system, recording minutes of meetings, plus a range of many other varied admin tasks at the management's discretion and in line with the needs of the academy.

Applications are invited from perspective candidates, ideally having at least four GCSE's (Grades A - C), including Mathematics and English, word processing experience, a good level of IT competence and an experience of working within an administrative role.

The successful candidate will be working in a busy fast-paced school environment and will be the front of house and the first port of call for parents and visitors to the site. They will need to be warm and welcoming whilst presenting a professional image for the Academy. The ideal candidate will be self-motivated, customer focused and organised and will have experience of Microsoft and Google packages and possess excellent communication skills. They 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 Denise Lishman, Administration Manager at Springwell Leeds East, via email d.lishman@springwellacademyleeds.org

The closing date is **8am 13th August 2021** with interviews taking place the week after.

To apply please complete the application form and return by e-mail to Lauren Harper, PA to the Executive Principal at l.harper@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

www.springwellacademyleeds.org

www.wellspringacademytrust.co.uk