

Administrator (Responsible for Reprographics and Reception Cover)

0.6fte, Part Time

Job start:	Immediate upon the completion of the pre-employment checks process.
Scale Point Range:	19 - 23
Annual Salary Range:	Pro Rata: £10,628 - £11,839 (FTE: £25,373 - £28,262)
Working Pattern:	Term time plus 1 additional week during non-term time per academic year.
Location:	South Hackney

'The best school I've ever worked at: the culture, the staff and students, the training, everything!' (staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

We are seeking to appoint a part time Administrator (Responsible for Reprographics and Reception Cover), who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

The successful candidate will be responsible for:

- The Reprographics Department: you will be the lead person dealing with high volumes of requests from staff. You must be able to prioritise your tasks and the workload, so that you are ready for the peak times throughout the course of the academic year.
- Reception, front desk and switchboard cover as and when required: providing a friendly and effective service to our daily influx of visitors, parents and students.
- General administrative duties as outlined in the Job Description.

You will have:

- Excellent communication/customer service skills.
- Previous administrative experience in a busy office environment.
- A high level of attention to detail and accuracy.
- Proficiency in Microsoft Office packages.
- The ability to multi task and process large volumes of work quickly, while remaining professional at all times.

This position is term time, plus one additional week during non-term time. The days of work will ideally be Wednesdays, Thursdays and Fridays from 8:00am - 14:00pm. This role is a job share with another person who will be working 2 days per week on Mondays and Tuesdays.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please read the information pack and the school workforce privacy notice. Please complete the online application via TES [here](#). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 27th January 2023.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.