

**Post:** Key Stage 3 and 4 Administrator and Admissions Officer

**Responsible for:** No line management responsibility

**Remuneration:** SC5 (Point 12-15) (£25,140 - £26,524 pro-rata, £26,544 - £28,005 FTE)

**Status:** Term Time + 3 weeks, Permanent

**Hours:** 9 – 5 pm

Are you an enthusiastic, highly organised, self-motivating individual?

Do you want to work in an environment where you can make a difference?

We seek to appoint an organised and driven Key Stage Administrator and Admissions Officer with recent experience to take on this diverse administrative role at the academy as part of the small but supportive administrative team.

### **Purpose of the Post**

- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- Provide comprehensive administrative support to the Key Stage Managers, including providing support to the Senior Leadership Team, staff, governors, students and parents.
- You will collaborate with the other members of the Administration Team to uphold the vision and ethos of the school at all times and provide excellent customer service to a range of stakeholders.
- You will coordinate the admissions process and maintain pupil records and personal details, ensuring that the information kept is complete, accurate and confidential. To provide high-quality administrative support and general administration as required, in particular support for the following postholders:
  - Key Stage 3 and 4 Managers
  - Deputy Headteacher for Personal Development

If you seek a challenging and rewarding position, enriching the lives of the students who attend The Petchey Academy, we are keen to hear from you.

Suitable candidates may be interviewed before the closing date, and The Petchey Academy reserves the right to withdraw the position if an early appointment is made.

### **OUR COMMITMENT TO SAFEGUARDING**

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

### **OUR COMMITMENT TO EQUALITY**

The Petchey Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect, and their contribution to the learning process will be valued. All employees are expected to understand and promote equality and diversity in the course of their work.

