

## **Student Support Administrator (Part Time, Maternity Cover)**

<b>Dates:</b>	Apply by Wednesday 29 <sup>th</sup> January 2020
<b>Job start:</b>	March 2020 – March 2021
<b>Salary Point Range:</b>	21 – 25
<b>Annual Salary:</b>	£11,285 - £12,493 (Pro rata of FTE: £24,865 - £27,526)
<b>Contract term:</b>	Fixed Term (Maternity Cover)

This is a term time only position, 39 weeks per academic year, part time: 8:30am – 12:30pm  
Mondays - Fridays.

*'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, we are national debating champions, our basketball team is in National League 1, and in 2017/18 our music department won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award.

We are seeking to appoint an experienced Student Support Administrator for a fixed period. The successful candidate will be 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 University or equivalent, thrive in their chosen field and live a great life.

### **Do you have:**

- Previous administrative experience? (within an educational setting is desirable)
- Excellent organisational and I.T Skills? (Microsoft Office & experience with SIMS)
- The ability to communicate effectively with students, parents/carers?

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 complete the online application and ensure that you read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 29<sup>th</sup> January 2020.**

**The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.**