



School Admissions Administrative Assistant
Band 5 SCP 13-16 – Actual salary £14,835 - £15,626 per annum
Term time only + 10 Days
37 hours per week

A new and exciting opportunity has arisen for an experienced School Admissions Administrative Assistant to join Appleton Academy.

Appleton Academy is an all through learning environment for pupils aged 3 to 16 and our building provides a wonderful environment for lifelong learning, in South Bradford.

The person appointed to this post will occupy a key role within the Academy, supporting a cutting-edge learning facility for students and staff.

Appleton Academy is part of the Exceed Academies Trust, which currently consists of seven academies; five primary schools, an all-through primary-to-secondary school and an alternative provision academy. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers. An exciting element of the Trust is our two Teaching Schools, as well as a SCITT, responsible for teacher training.

The successful candidate will;

- be able to demonstrate a very high standard of verbal and written communicative skills
- have the ability to work using their own initiative and as part of a team, working to priorities set by the School Administration Officer
- be able to solve problems efficiently and be proactive
- be able to demonstrate a high standard of customer service experience and skills
- have previous experience of working within a school office, preferably in an admissions facing role
- be able to make a valuable contribution to the Academy's successful development

We can offer:

- Opportunities for innovative ways of working
- An opportunity to build and further develop good practice
- High quality professional development opportunities
- A permanent contract, following a successful 6-month probationary period

Closing date: Monday 23 September – 9.00am

Interview: TBA

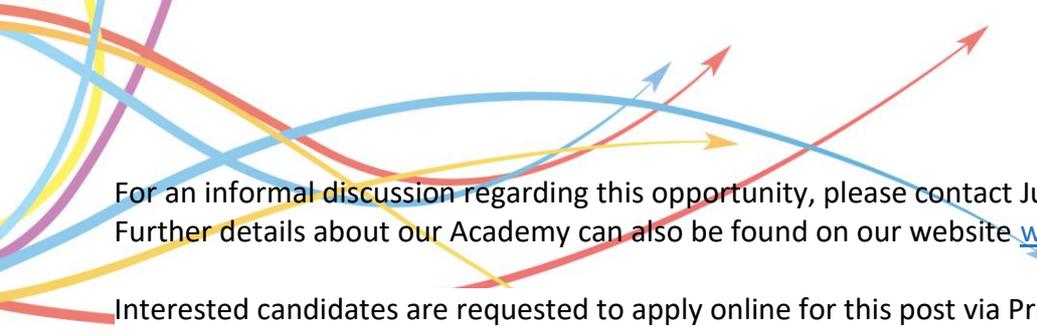


www.exceedacademiestrust.co.uk

Email info@exceedacademiestrust.co.uk Telephone 01274 574 544

Duncan Jacques Chief Executive Officer

Exceed Academies Trust | C/O Horton Park Primary School | Dawnay Road | Bradford | BD5 9LQ



For an informal discussion regarding this opportunity, please contact Julie Horrobin on 01274 421054. Further details about our Academy can also be found on our website www.appletonacademy.co.uk

Interested candidates are requested to apply online for this post via Prospects Online at www.prospectsonline.co.uk. Please ensure you read the application details and check you meet the criteria before completing an application form via the 'Apply Now' button.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.