

Job Advert: Administration Assistant, Stansfield Academy

Job Title:	Administration Assistant	Contract Type:	Permanent
Academy:	Stansfield	Start Date:	September
Location:	Exeter	Reports To:	Senior Administrator
Salary:	B7 – B11 £17,798 - £18,517 pro-rata	Application Deadline:	9 th Dec 2022, midday
Hours:	20hrs/week Term Time Mon – Fri 08.30 – 12.30	Interview Dates:	TBC

About the role

We are looking to appoint an outstanding Administrative Assistant, to work at Stansfield Academy. Our ideal candidate will have excellent teamwork and communication skills, be highly organised and will be able to respond swiftly and accurately to support the Academy.

This is a fantastic opportunity for someone with a strong administrative skill to work for an academy providing quality education for pupils who are unable to access mainstream schools due to medical, behavioural and/or SEND needs.

Wave is dedicated to the safeguarding of children and Safer Recruitment Procedures will be followed. The position requires a satisfactory enhanced DBS check.

To apply please use our application form available on our website [Vacancies - Wave MAT](#) and submit this along with the equal opportunities form [here](#)

For any general questions contact us [here](#) or email us at recruitment@wavedu.org

About the Academy

Stansfield Academy is an Alternative Provision setting providing full time education for children from 4-16 years of age.

Catchment includes Central Devon including Exeter, East Devon and Mid Devon working closely with Devon County Council to ensure a swift transition both into and out of the Academy to minimise the impact on pupil's learning.

For more academy information visit [Stansfield Academy \(Exeter\) - Wave MAT](#)



Work for Wave: What's in it for you?

Pension Scheme
Employee Assistance Programme
Counselling
Occupational Health Services
Professional Development & Training
Salary depending on experience

Cycle to Work Scheme
Tech Scheme
Free Will Writing Benefit
Health & Wellbeing Champion
Company sick pay dependent on service
Free refreshments in workplace

Wave Trust: What we believe and what we do

Who We Are

Wave are an established and successful Multi Academy Trust, comprising of Alternative Provision Academies (APAs), Medical Academies (including Cornwall Partnership NHS Foundation Trust's child and adolescent mental health unit 'Sowenna') and 2 Special Academies (including one in pre-opening).

We provide education for vulnerable pupils aged 4 – 19 across Devon, Cornwall and we are expanding to Somerset with our special free school. The Trust has a national reputation for the delivery of outstanding pupil outcomes including enabling pupils to access the most appropriate education setting and transition to employment, training and higher or further education. The Trust educates over 1000 pupils and employs over 350 members of staff.

We Aim To

- Provide a balanced and broad curriculum that promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of adult life.
- Give access to the National Curriculum; provide opportunities for external accreditation, and, for those pupils with specific learning difficulties, effective and personalised programmes.
- Ensure all pupils are supported to develop positive attitudes towards themselves and others. Promoting emotional well-being and self-esteem; helping our pupils to recognise their potential and work positively within their community.
- We will respect all pupils and encourage them to become active participants in their own learning, develop confidence, independence, self-esteem and express their needs and desires.
- Seek effective and positive working relationships with pupils' families, schools and other agencies.
- Enable effective outcomes for our pupils.

Wave Multi Academy Trust

Central Office: 4 East Pool, Tolvaddon Business Park, Tolvaddon, Camborne, Cornwall. TR14 0HX

Tel: 01209 211525 Email: enquiries@waveedu.org Website: www.waveedu.org



Our Values

Evidence shows that the values we embody empower young people to succeed; these are the values we are looking for when we recruit new staff or work with new stakeholders.

BE POSITIVE

We value **positivity**, no matter what the circumstances. It is our intention to stay constructive, optimistic and confident both for and with our young people and their families.

HAVE EMPATHY

We are kind, we have **empathy**. We consider the consequences of our decisions, large and small on those around us.

SHOW RESPECT

We conduct ourselves in ways that earn the trust of those around us. We **respect** each other and those we work with.

WORK AS ONE TEAM

We depend on **teamwork** and the relationships we have. When we work together we are stronger. Together we will achieve more.

BE INCLUSIVE

Everybody is treated fairly and equally; no-one is marginalised or left behind. We are **inclusive**, we embrace the human spirit. We value diversity of people and thought.

If you feel this role is of interest, we look forward to hearing from you

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