**PAULET HIGH SCHOOL & 6TH FORM COLLEGE**

**Violet Way**

**Burton on Trent**

**DE15 9RT**

 **Head teacher: Mr I. McArthur, B. Eng. (Hons)**

**Administration Officer – Data & Marketing, including Social Media**

**(Grade 5 & SCP 6-9)**

**37 hours per week (permanent, full time, term time only)**

**8am-4pm Monday – Thursday & 8am – 3:30pm Friday**

**Salary range £19,698 - £20,903 pro-rata**

**Actual pro-rata salary will be £17,030 based on term time only**

**Start date ASAP**

Paulet High school, a partner school in John Taylor Multi-Academy Trust, is looking to appoint an enthusiastic Administration Assistant with particular focus on Data & Marketing to work in our busy administration team.

Based in the school reception, the successful applicant will have responsibility for ensuring all social media and school marketing, including the school website, are welcoming and regularly updated. It is important that you provide a high standard of service and represent the school in a welcoming and professional manner. You will also support the Senior Leadership Team with a variety of administrative duties including ensuring pupil data is up to date.

Whilst previous experience of working in a school administration role would be beneficial; support will be provided to undertake this role. Knowledge of SIMS management information software, Microsoft software and website updating or maintenance would be an advantage but training will be given. Experience and understanding of social media platforms is essential.

You are someone who is flexible, highly organised and able to multi-task and prioritise work to meet specific deadlines. You are someone who enjoys being part of a busy team and you care about all students having the opportunity to achieve their potential.

Candidates with relevant experience and who possesses the personal attributes described above are encouraged to apply.

Further information and application packs are available to view or download from our websites [www.jtmat.co.uk](http://www.jtmat.co.uk/) and [www.paulet.co.uk](http://www.paulet.co.uk/) . Please note that CVs are not accepted, only fully completed application forms should be submitted, along with a covering letter of application, for shortlisting to:headteacherpa@phs.jtmat.co.uk If you have any specific queries not addressed in the application pack, please contact the school on headteacherpa@phs.jtmat.co.uk or  by telephone on 01283 247900.

**Closing date:  15th May 2022**

**Interviews will take place 20th May 2022**

***This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.  An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust’s ‘Safeguarding Policy’ is available to view by visiting the website:***[***www.jtmat.co.uk***](http://www.jtmat.co.uk/)

**#WEAREPAULET**