**ADMINISTRATION OFFICER**

**GARFORTH ACADEMY, LEEDS**

Garforth Academy are looking to appoint an Administration to join our academy team in January 2023.

As a successful and dynamic Academy, Garforth is an exciting place to learn and a great place to work. If you choose to come and join us, you will become part of a well-established, talented and committed team of staff.

**The role**

As an Administration Officer, you will provide routine clerical, administrative support and provide

additional support in receptionist duties as required at the Academy.

If you feel you have the necessary skills and experience required for this position, then we would very much like to hear from you.

Salary: Grade C Points 4 - 6 (£21,189 - £21,968 Full Time Equivalent) subject to pro. The minimum actual pro rata salary per annum for this job starts at £9,112.67.

Hours: 18.5 hours per week / Term Time only plus 5 days (39 weeks) / Permanent

**Our Academy**

With nearly 2000 students aged between 11 and 18 Garforth Academy is a busy and vibrant place. The academy serves a predominantly urban catchment area, which includes Garforth, Kippax, Aberford, Micklefield, Swillington and Colton among others. We are a large and oversubscribed academy, and we pride ourselves on knowing our students well and doing our best to ensure everyone fulfils their potential.

**Why join our academy?**

Our staff are talented, enthusiastic and strive to deliver innovative learning experiences to our young people. They also enrich, guide and support our students to ensure they are fully prepared and equipped to enter the competitive world of work or further studies. We pride ourselves on providing our students with the knowledge, skills and resilience to achieve the highest possible standards academically, socially and personally.

We have a staff rewards budget that encourages staff to socialise both as subject teams and as a whole staff. We also have access to a staff benefits scheme. At Garforth, we value the continuous professional development of all our employees and recognise that our staff and students are most successful when they feel happy, valued, challenged and supported to achieve their very best. We have a comprehensive CPD programme for all our staff.

In 2020 our outcomes at both KS4 and KS5 were again well above national expectations in both attainment and progress and a huge variety of extra-curricular activities were available to our students from after school clubs to day trips, to sports/musical events, Duke of Edinburgh weekends to week long residentials abroad.

We are confident our Academy provides a fantastic teaching environment, whether you are beginning your career or looking to further develop it, and we would encourage you to come and see for yourself! This is a fantastic opportunity to join an outstanding team within a high-performing multi academy trust with exciting career prospects for successful applicants.

We offer an extensive range of opportunities, incentives and benefits with this post including:

• Contributory pension scheme with the Local Government Pension Scheme (LGPS)

• Minimum entitlement of 34 days holiday (subject to pro rata if working part-time and dependent upon salary and continuous service) including statutory Bank Holidays

• Access to the Delta benefits website with discounts on retailers, holidays, days out, etc

• Access to Cycle to Work scheme, car leasing and technology scheme

• Access to our Employee Assistance helpline for free and confidential advice

• Training and development opportunities

Visits to the academy would be warmly welcomed by appointment. Please contact the academy on 01132 127127 if you would like to arrange a visit.

**For more information and to apply for this position please visit our website at** [Careers with Delta • Delta Academies Trust (deltatrust.org.uk)](https://www.deltatrust.org.uk/careers-with-delta/)

Closing date:  **30 November 2022**

*In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.*

*The Trust is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service certificate and checks of the relevant barred list / prohibition lists.*

*We are proud to be a Disability Confident employer and guarantee an interview to anyone disclosing a disability whose application meets the minimum criteria for the post. However, it is important to note that if we receive a high volume of applications, we may limit the numbers of interviews offered to both disabled people and non-disabled people.*

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