

College Cohort: 16-19, co-educational sixth form college
Student population: 1240

Required: ASAP

Administrative Assistant
BI (SCP 4-6) £24,404 - £25,183
Actual Salary: £21,529 - £22,216
Contract: 37 hours per week, Term-time Only + 10 Days

We are seeking to appoint an Administrative Assistant to join a college that is committed to transforming the lives of young people across our region. The successful applicant will work as part of the Administration Team, under the supervision and guidance of the Business Manager to provide high quality general administrative support for the college.

The ideal applicant will have:

- GCSE grade C/4 or above in English & Mathematics (or equivalent)
- Proficiency in Microsoft Office applications, especially Word and Excel.
- Good time management skills, including the ability to work to deadlines.

What we can offer you:

As a trust, we want to ensure that professionals at every stage in their career have the opportunity to enjoy expert support and training. We are pleased to offer a generous benefits package to our team – as we work together to create a rewarding future for all including:

- Membership to a local government pension scheme.
- Access to an Employee Assistance Programme which provides confidential professional advice and support 24 hours a day, 7 days a week.
- A commitment to continued investment in our professionals, supporting every member of staff throughout their career in the trust.
- Discounts and online offers at major high street/online retailers.
- £2k Cycle to work scheme.
- On-Site Gym

About us:

Elliott Hudson College is an ambitious and high performing 16-19 sixth form college that is committed to raising standards for young people across the Leeds City region. Working as part of The GORSE Academies Trust, Elliott Hudson College has a mission to ensure that its students receive an exceptional education and that they successfully progress to their chosen destination.

Within GORSE, we aspire for every young person to acquire the gift of choice and at Elliott Hudson College we are committed to building a community in which all students and staff can thrive. By adopting an approach where we all try to be, and do, a bit better each day, we build a culture of excellence in which all can flourish.

GORSE

If you would like to know more about our college, please visit our website at www.elliottthudsoncollege.ac.uk.

How to Apply:

If you're as excited about this role as we are, and if you're as excited about this opportunity as we are, a Job Description/Person Specification and application form is available to download from The GORSE Academies Trust website (www.tgat.org.uk/jobs), by email to recruitment@elliottthudsoncollege.ac.uk or by telephone on 0113 323 9777.

Please note if you submit an electronic application, we will not require a hard copy. **CVs are not accepted.**

Closing date for applications: Tuesday 15 October 2024 (midday)

PLEASE NOTE: Candidates will be shortlisted and invited to interview while this advert remains live, if a successful candidate is found the advert will be withdrawn prior to the above date. Applicants are therefore encouraged to apply as early as possible.

Interviews will take place: Monday 23 October 2024

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. As an Equal Opportunity Employer, our mission is to welcome everyone and create inclusive teams. We feel that the differences between us give our community strength. Therefore, diversity is celebrated & valued, and we encourage everyone to be their authentic self.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.