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**Administrative Assistant & Receptionist at Derby Moor Spencer Academy**

**NJC2 – NJC6 (£22,038 - £23,460 actual salary, per annum)**

**37 hours per week, 41 weeks per year (Term Time Plus 2 weeks)**

We are seeking to appoint a candidate with drive, energy and enthusiasm to join our busy Admin and Reception team. The successful applicant will provide Reception, Clerical, administrative and first aid support to the school.

Candidates will contribute to the school’s vision, values, ethos and culture to secure high standards and expectations in all aspects of school life.

Derby Moor is a vibrant and exciting place to work and to learn as both a student and a member of staff. Our school motto of ‘Together We Succeed’ captures our approach to life and learning at the academy and also reflects the diversity and aspiration of our school community. Our motto is underpinned by our four core values:

Achievement – We believe that everyone can achieve, regardless of background or personal circumstance.

Aspiration – We believe our students and staff can be the best in their chosen field. Our renowned employability curriculum gives our students the knowledge, skills-base and experiences they need to aim for greatness and to aspire to be the best they can be. For staff, our bespoke cpd offer ensures they have developmental opportunities and are supported to become expert practitioners.

High Expectations – We believe high expectations are the foundations of success and expect the highest standards from our community. This is in terms of their conduct, communication and commitment to their own development. We are preparing students for life and the world of work, as such, we will not settle for anything less than excellence.

Community – We believe that the community at Derby Moor is unique and is key in preparing our young people for life in modern Britain. Our community is diverse and we all embrace the rich variety of faiths, cultures and backgrounds that exist here, working together to ensure everyone feels valued, safe and fulfilled.

At Derby Moor Spencer Academy, we take great pride in the facilities that we offer our students. Our school was re-built in 2013 and now features a welcoming entrance plaza, state of the art technology and a diverse range of learning spaces and sports facilities.

**We are seeking to appoint an individual:**

* To provide support for the welfare and behaviour of students, promoting positive student attitudes and behaviour in and around school and mutual respect for members of the school community.
* To provide support and intervention to promote student attainment, achievement, attendance and well-being.
* To work as part of a team to promote and support whole school policies including raising attainment, behaviour, rewards, attendance and punctuality and Reception.
* To promote positive relations and ensure excellent communication across the school community and with external agencies.
* To participate in efficient, effective and proactive organisational and administrative support for the pastoral team
* To be part of the cover / buddy rota for First Aid provision (training will be provided) in the absence of the Primary First Aider.

**In return, as part of the Spencer Academies Trust, we can offer you:**

* A GOOD school (OFSTED 2012, 2017, 2022)
* A friendly, supportive and professional team of staff
* A commitment to provide Continuing Professional Development
* An excellent support programme for new staff

**Spencer Academies Trust**

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2800 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 18 primary academies, 8 secondary academies and 1 primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

**Mission**

Our Mission is to deliver the best possible outcomes for children and young people.

**Vision**

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

**We Believe:**

* All children have a right to a quality education regardless of background or ability and have an entitlement to the opportunity of a secure progression route in their learning and development.
* Schools are stronger when they work in collaboration with each other, operate within a ‘family’ and are open to a true sense of partnership.
* We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

Applicants would be expected to share the Trust’s high aspirations and expectations for pupils and staff.

If you would like to discuss the role, or have any queries, please contact the HR team on 01332 772706 or email hr@derbymoorspencer.org.uk

The Spencer Academies Trust Safer recruitment policy requires applications for this post must be submitted through our recruitment portal. CVs cannot be accepted. We are also required to request references prior to interview.

Closing date for applications 11.59pm on Sunday 5th October 2025

Interviews will take place on TBC

**Early application is strongly encouraged as we reserve the right to interview and close the advert ahead of the closing date.**

**How to Apply**

Applications are submitted through our Every Candidate Portal. If you are a new user to our portal, you can click on ‘**Register’** to complete your candidate profile. If you already have a candidate profile with us, click on ‘**Sign In’.** Both of these routes allow you to feed your candidate information into any of our vacancies and view the status of your application.

If you want to apply directly for this role and not save your data for any future vacancies, you can click on the **‘Apply Now’** button at the bottom of this page.

We have added a video to help guide you through our portal, please visit  <https://vimeo.com/737845492/c1b8e43656>

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).**

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics**.**

Spencer Academies Trust is a Disability Confident Committed Employer