



Administrative Assistant

The Rodillian Academy, Longthorpe Lane, Lofthouse, Wakefield, WF3 3PS

Scale: SCP 7 - 11 (£20,092 - £21,748 per annum FTE)

Actual Salary: £16,670 - £18,044 per annum

Contract: Permanent

Hours: 37 hours per week. Term time only

Rodillian Academy are seeking to recruit an Administrative Assistant to provide a comprehensive and efficient administrative support to internal and external customers. The successful candidate will have excellent communication skills, a confident and polite approach to customers and a pro-active, 'can-do' attitude. You will be providing essential administrative support to colleagues, students and visitors alike so competent IT skills are essential.

The Rodillian Academy is the flagship school of The Rodillian Multi Academy Trust. We are housed in a £27 million building which opened in 2008 with state of the art technologies across all departments. We have a reputation for high expectations for all, excellent staff/student relationships and a commitment to the personal and professional development of its staff. The Trust is recognised as one of the top performing Trusts in the country and is committed to providing private school opportunities in a modern comprehensive environment. We believe that traditional values of discipline and respect are sacrosanct. We do not tolerate bullying, defiance or rudeness to staff and this has made for a harmonious and safe learning environment for our young people, and a supportive environment for staff. We are a happy and well run organisation and this is an extremely exciting time to join us. Furthermore, as a growing Multi-Academy Trust, there are always opportunities for career development and progression for ambitious and committed colleagues alongside access to high-quality CPD for all.

Prospective candidates are welcome to visit the Academy. Please contact Rebecca Farthing, PA to Principal on rfarthing@rodillianacademy.co.uk to arrange.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

Please complete an application pack which can be downloaded from the Trust website www.rodillianacademytrust.co.uk and return completed to recruitment@rodillianacademy.co.uk

Closing date for completed applications: Monday 29 November 2021 at 9.00 am