

## **Vacancy at Springwell Leeds Academy Administration Assistant (East Leeds site, Seacroft)**

**Salary:** Point 3 – 6 FTE: £18,562 - £19,698 (Pro-Rata Salary: £15,935 - £16,904)

Working weeks - Term Time only + 5 training days (39 weeks in total). No school holiday working.

Working hours: 37 hours per week (start and finish times to be agreed on appointment)

### **Details of Post:**

An exciting opportunity has arisen to join a committed team of staff at Springwell Leeds Academy as an Administration Assistant. As part of the Wellspring Academy Trust's long-term plan to create world-class SEMH provision in Leeds, in a multi-site Academy, we have three purpose built schools across the city. These three buildings represent a £45m investment from Leeds.

The post holder will undertake administration tasks, such as running reception, admission of visitors, taking and responding to telephone calls and emails, updating the school MIS system, recording minutes of meetings, plus a range of many other varied admin tasks at the management's discretion and in line with the needs of the academy.

Applications are invited from perspective candidates, ideally having a sufficient level of knowledge in Mathematics and English, experience in word processing and a good level of IT competence. Experience of working within an administrative role is desirable but not essential.

The successful candidate will be working in a busy fast-paced school environment and will be the front of house and the first port of call for parents and visitors to the site. They will need to be warm and welcoming whilst presenting a professional image for the Academy. The ideal candidate will be self-motivated, customer focused and organised with excellent communication skills. They will also be able to learn new systems quickly with training provided. Experience of Microsoft and Google packages is desirable but not essential. This is an excellent opportunity for an individual looking for an administrative career within the education sector.

**For more information, please contact Denise Lishman, Administration Manager at Springwell Leeds East, via email [d.lishman@springwellacademyleeds.org](mailto:d.lishman@springwellacademyleeds.org)**

The closing date is **8am 18<sup>th</sup> October 2021** with interviews taking place later that week.

**To apply please complete the application form and return by e-mail to Lauren Harper, PA to the Executive Principal at [l.harper@springwellacademyleeds.org](mailto:l.harper@springwellacademyleeds.org)**

Springwell Leeds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

[www.springwellacademyleeds.org](http://www.springwellacademyleeds.org)

[www.wellspringacademytrust.co.uk](http://www.wellspringacademytrust.co.uk)