

Administrator **80010027** **2024 / 185**

Part time, Permanent

NOR: 600 (360 at Post-16)
Age range: 13-19 years
Start: September 2024
Salary: £24,314-£26,841 Dependent on skills and experience
 Actual Salary: £14,588 - £16,104
 (52 weeks – 3 days / 22.2 hours a week)

UTC Derby Pride Park opened in December 2019 and provides a new and dynamic education. It opened within The Sheffield UTC Academy Trust, which has a wealth of experience with two UTCs in Sheffield, both graded Ofsted Good. UTC Derby Pride Park has benefited significantly from joining our successful Trust and is over-subscribed for 2023/2024. There is now a need to expand the staff team to ensure we continue to deliver high quality employer-led education to meet the demands of the region. All three UTCs are graded Good by Ofsted.

As a Trust we aim to deliver an outstanding educational experience grounded in real, relevant workplace practice. Partnerships with world-class companies, schools, colleges and universities give our students a unique start to their future careers. We provide training today for the jobs of tomorrow. Our innovative facilities and engagement with employers / university partners provides an exciting environment in which to teach and develop professionally. Our Trust destinations are testament to our success with students progressing to Russell Group Universities, including Cambridge, and securing higher level apprenticeships and employment at companies such as Rolls-Royce, Toyota, Alstom, The Royal Navy, Joined Up Care Derbyshire and Derby and Burton NHS Trust.

As an administrator within the UTC you will have a varied role providing an efficient and effective service characterised by clear, accurate work. You will need to have the ability to meet deadlines, successfully complete tasks, maintain confidentiality and be able to work on your own initiative. Previous experience of working in a school environment and knowledge of SIMS would be a real advantage. If successful you will be an integral part of our support services team.

You must be a highly skilled practitioner who understands the challenges of support services in a fast-paced, student-focused environment where conflicting demands are the norm. Effective communication and team working is absolutely critical to the UTC's success.

Closing date: midnight Sunday 14 July 2024 **Interviews:** Thursday 18 July 2024

We are an employer who values equality and diversity and we are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to have an enhanced DBS check and will be subject to safer recruiting policies and procedures.

For more information, including how to apply visit www.utcderby.org.uk/vacancies

We welcome visits and enquiries prior to application. For an informal discussion please contact Mrs Miller, PA to the Principal on 01332 477 400 or hr@utcsheffield.org.uk