



## ARTHUR MELLOWS VILLAGE COLLEGE

Part of the Four Cs MAT  
College Roll: 1320 Sixth Form: 289  
Head of College: Mr Gilligan



### Administrator

Term Time plus 5 training days  
Grade 7 Point 12  
Actual Salary £21,401  
35 hours per week  
7.00 am to 2.30 pm

Arthur Mellows is school located in the village of Glinton on the outskirts of Peterborough. The school is very successful and over-subscribed. Behaviour is excellent and students are keen to learn.

We are looking to appoint an effective administrator to assist the Exams and Cover Manager. The role is fast paced and the ability to run a complex diary is essential. The main purpose of the role is to fully support and assist the Exams and Cover Manager who is responsible for the administration and organisation of covering absent staff at the College.

We are looking for an outstanding candidate with:

- Excellent literacy and numeracy skills
- Excellent ICT skills including Microsoft Excel, Word and Outlook
- Highly effective organisational skills and attention to detail
- Knowledge of SIMS, particularly Cover is desirable
- Previous experience of administration in a secondary school is desirable
- An ability to relate well to adults and young people
- Good interpersonal skills

The College welcomes visits from prospective applicants, arrangements can be made by contacting Faye Skinner on 01733 254062 or email [fskinner@arthurmellows.org](mailto:fskinner@arthurmellows.org)

If you are ambitious and interested in being part of our College please complete an Application Form which is available on the College website [www.arthurmellows.org](http://www.arthurmellows.org) and return to us with a letter of application. We reserve the right to close the job advert early should we receive a high number of applications.

**Closing date for applications is noon on Monday 16 September 2024.**

*The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.*



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