



# ARTHUR MELLOWS VILLAGE COLLEGE



## ADMINISTRATOR

### HOW TO APPLY

Applicants are required to submit a letter of application and complete a Support Staff Application Form.

When completing your application please note the following important points:

- i) Letters of application should be no more than 2 sides of A4.
- ii) The application form must be completed clearly and in full, handwritten or typed is acceptable.
- iii) We are unable to process any applications stating "see CV".
- iv) The declaration on the application form must be signed.
- v) Informal enquiries should be directed to [vacancies@arthurmellows.org](mailto:vacancies@arthurmellows.org)
- vi) Completed applications can be e mailed to [vacancies@arthurmellows.org](mailto:vacancies@arthurmellows.org)
- vii) Originals must also be posted to the following address:

Mr Gilligan  
Head of College  
Arthur Mellows Village College  
Helpston Road  
Glington  
Peterborough  
PE6 7JX

Please include reference 'Admin' on the top left of your envelope.

- viii) **Closing Date for Applications: Noon on Monday 15 April 2024.**
- ix) Please note that due to the high cost of postage we are unable to reply to all applicants.

The successful candidate will be expected to have good organisational skills, be competent in all areas of IT and most importantly be able to command the respect and co-operation of both adults and young people.

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. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children, in line with Keeping Children Safe in Education statutory guidance for schools and colleges.