



## ARTHUR MELLOWS VILLAGE COLLEGE

Part of the Four Cs Multi Academy Trust

College Roll: 1318 Sixth Form: 342

Head of College: Mr Gilligan



### ADMINISTRATOR

37 hours per week

Monday to Thursday 8.30 am to 4.30 pm

Fridays 8.30 am to 4.00 pm

Salary £26,421

Grade 7 Point 12

If you're motivated by a diverse workload and relish the chance to collaborate with a wide array of individuals – then look no further!

This is an exciting opportunity for an outstanding administrator to join our dynamic and friendly team, providing confidential administrative support and a responsive and effective recruitment service to the HR Team. You will be regularly liaising with candidates and school staff at all levels, therefore the ability to prioritise and communicate effectively is essential. The role is varied and busy and attention to detail and accuracy is paramount.

Arthur Mellows Village College is an Ofsted Outstanding school situated on the outskirts of Peterborough. Staff are friendly and supportive and student behaviour is excellent.

Informal enquiries are encouraged. Please contact Sarah Cooper, HR Manager, on 01733 254052, full details of the post can be found on the College website.

If you are interested in this role please complete an Application Form which is available on the College website [www.arthurmellows.org](http://www.arthurmellows.org) and return it to us with a letter of application to [vacancies@arthurmellows.org](mailto:vacancies@arthurmellows.org)

**Closing date: Noon on Monday 15 April 2024**

*We reserve the right to close the job advert early should we receive a high number of applications.*

*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. Helpston Road, Ginton, Peterborough PE6 7JX Tel 01733 252235*

