

Administrator
Band 6, SCP6 – SCP11 (Actual salary £18,536-£20,072 per annum)
32.5 hours per week, Term Time Only
Permanent
To Start Easter 2025

A new and exciting opportunity has arisen for an experienced Administrator to join Bradford Alternative Provision Academy.

The successful candidate will support the delivery of administration systems to support teaching and learning on site and across all BAPA sites. In addition, the successful candidate will provide general reception duties such as answering telephone calls, producing documents and updating databases to support the Central Team with HR and financial information.

Bradford Alternative Provision Academy is a split site, purpose built secondary alternative provision in Bradford, providing intensive learning programmes for pupils who are referred to the setting following permanent exclusion from a mainstream setting. Offering pupils a fresh start in a new environment, away from the influence of peers and experiences that have previously impacted on their ability to succeed, Bradford Alternative Provision Academy is committed to providing a safe, caring and stimulating environment for all pupils. This allows the young people who attend the opportunity to re-engage with learning and either return to mainstream schooling or successfully move to a more specialist setting.

Bradford AP Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will have;

- A positive, caring and energetic `can-do` attitude
- Experience of general office work including reception, typing and word processing
- Good communication skills including telephone / reception skills
- An understanding of how to safeguard children
- A genuine interest in aiding student's development
- A positive approach to behaviour management and be highly motivated in caring for vulnerable students

The essential requirements for this role are;

- Minimum of GCSE English and Mathematics at grade C or above (or equivalent).
- Experience of working in an office environment
- Experience in dealing with financial matters

Together we **Exceed**

Dawnay Road, Bradford BD5 9LQ 
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We can offer you:

- Employer contribution towards Government pension schemes
- Access to an Employee Assistance Programme (24 hours per day, 7 days a week)
- Occupational Health referral scheme
- Mental Health First Aiders, in a number of our schools
- A developing range of accessible CPD (www.exceedacademiestrust.co.uk/talent)

Closing date: Monday 17th March 2025 at 9am**Interview date: Friday 21st March 2025**

For an informal discussion regarding this opportunity, please contact Richard Bottomley, Headteacher, on 01274 491986. Further details about our school can also be found on our website <https://www.bradfordapacademy.co.uk/>

If you are interested in applying for this role, please do so by submitting an online application to recruitment@exceedacademiestrust.co.uk .

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

