**Admissions Officer**

**Salary (actual):** £5,766 - £5,848

**Grade:** 3, Points 5 - 6

**Hours:** 8.5 hours per week

**Work pattern:** Term Time + 5 inset days = 39 weeks

**Contract:** Permanent

**To commence:** As soon as possible

Wood End Park Academy is home to over 900 children, including a 60-place nursery. It serves the children and families of the richly diverse and welcoming community of Hayes in West London.  The academy is part of The Park Federation Academy Trust, allowing us to benefit from a wealth of expertise across our eight academies, as well as enabling us to provide opportunities for sharing of good practice and high-quality training.

Our partnership with The Park Federation Academy Trust means there are a host of professional development opportunities that will further your own skills, knowledge and expertise.

We are looking to appoint a member of staff who has a “can do” attitude and is flexible, practical, pro-active and diligent. The successful applicant will support our existing teams in delivering excellent service. We are looking for enthusiastic and committed candidates to take shared responsibility for the efficient and safe running of the admissions process. Experience of working in a similar role is desirable, but we would also welcome applications from candidates who have not had experience in this role.  The ideal candidates will be self-motivated and be able to work on their own initiative. They will need to take direction from other members of school staff

where appropriate.

What we can offer you:

* the opportunity to work with other professional colleagues across the Multi-Academy Trust;
* extensive support and CPD;
* a welcoming school, with friendly, enthusiastic and supportive staff team;
* an ambitious and dynamic Senior leadership Team;
* a dedicated Governing Body;
* an employee assistance programme (EAP)

Visits to the academy are warmly welcomed, and can be arranged by contacting the school. Please visit the school website for an application pack. We do not accept CVs.

**CLOSING DATE**: As and when we receive successful applications.

***The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.***