

Headteacher: Mr Scott Simpson-Horne
All Saints Church of England Academy
Honicknowle, Plymouth, PL5 3NE
www.asap.org.uk

Attendance and Business Administrator

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and secured the schools best ever outcomes. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

All Saints Academy are looking for an enthusiastic and highly competent Attendance and Business Administrator to provide efficient and professional administration. The post holder will undertake a wide range of varied duties relating to the administration of student data and supporting the day to day functions of the Business Operations within the Academy.

This role is important: if children are not coming to school, they are not learning. If you want to use your skills – or develop new ones – to make a real difference, we would love to hear from you.

For further information please email: vacancies@asap.org.uk

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children.

All appointments will be subject to a number of safeguarding checks including an enhanced DBS check.

We are part of the Ted Wragg Trust, an **ambitious** and **inclusive** trust of schools **strengthening our communities** through **excellent education**.