



KS5 Administrator plus Pastoral Support

The Rodillian Academy, Longthorpe Lane, Lofthouse, Wakefield, WF3 3PS

Scale: SCP 13 - 17 (£22,627 - £24,491 per annum)

Actual Salary: £18,774 - £20,320 per annum

Contract: Permanent

Hours: 37 hours per week. Term time only

The Rodillian Multi Academy Trust seeks to recruit a KS5 Administrator plus Pastoral Support, to provide a comprehensive and efficient administrative support to internal and external customers with a focus on supporting the Sixth Form. The Pastoral Support element of the role will see you working closely with our Sixth Form students to conduct tasks such as attendance tracking, arranging meetings with / for them and to be their daily first point of contact.

The successful candidate will have excellent communication skills, a confident and polite approach to customers and a pro-active, 'can-do' attitude. You will be providing essential administrative support to colleagues, students and visitors alike so competent IT skills are essential. You will have a sound understanding of higher education and be educated to NVQ level or equivalent.

The Rodillian Academy is the flagship school of The Rodillian Multi Academy Trust. We are housed in a £27 million building which opened in 2008 with state of the art technologies across all departments. We have a reputation for high expectations for all, excellent staff/student relationships and a commitment to the personal and professional development of its staff. The Trust is recognised as one of the top performing Trusts in the country and is committed to providing private school opportunities in a modern comprehensive environment. We believe that traditional values of discipline and respect are sacrosanct. We do not tolerate bullying, defiance or rudeness to staff and this has made for a harmonious and safe learning environment for our young people, and a supportive environment for staff. We are a happy and well run organisation and this is an extremely exciting time to join us. Furthermore, as a growing Multi-Academy Trust, there are always opportunities for career development and progression for ambitious and committed colleagues alongside access to high-quality CPD for all.

Prospective candidates are welcome to visit the Academy. Please contact Rebecca Farthing, PA to Principal on rfarthing@rodillianacademy.co.uk to arrange.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

Please complete an application pack which can be downloaded from the Trust website www.rodillianacademytrust.co.uk and return to recruitment@rodillianacademy.co.uk

Closing date for completed applications: Wednesday 6 October 2021 at 9.00 am