



# Maplefields Academy

A Specialist Social, Emotional & Mental Health Academy

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www.maplefieldsacademy.co.uk

April 2024

Dear Sir or Madam,

Thank you for your enquiry regarding the post of PA/Office & Exams Manager. This post is designed to support the leadership and administration across the Academy.

The purpose of this role is to provide high quality administrative support for the school leaders and teaching staff. The successful candidate will have excellent organisational skills; be self-motivated and enthusiastic; they will have a very good level of ICT competence and must be flexible and innovative. A good sense of humour and the ability to remain positive are highly desirable qualities for this role

We are a high-performing, SEMH special school which was judged as Outstanding in every area by Ofsted in June 2023. We are not remotely complacent about this and are committed to ensuring that the quality of provision we offer to our students is consistently excellent. We believe that such sustained success is a team effort and every member of staff contributes to that level of excellence. We are a relatively small school, but we still have a distinctly 'family' atmosphere. Visitors to the School often comment on the friendly and supportive ethos.

Please note that this post is paid at Grade G fixed point 12 which is £26,421 FTE (52 weeks per year). The number of weeks per year is negotiable from 41 weeks per year to 52 weeks per year and the salary would be pro-rata depending on the number of weeks worked. The hours are 37 per week Monday to Thursday from 8.30am to 4.30pm, and on a Friday 8.30am to 4.00pm term time, plus training dates. Holidays to be taken during school holidays and as Exams Manager you must be able to attend on results day in late August.

The closing date for this post is **12pm on Tuesday 7<sup>th</sup> May 2024**, so if you feel you would be the right person for us, please complete an application form and either post to the Human Resources Manager at Maplefields Academy or email to [dwatt@maplefields.northants.sch.uk](mailto:dwatt@maplefields.northants.sch.uk). We will review any applications received and let you know if you have been shortlisted to be invited for interview. As part of our safer recruitment procedures online checks will be completed for shortlisted candidates.

Maplefields Academy is an equal opportunities employer. We are committed to the safeguarding and welfare of our students and expect all staff to share this commitment. An enhanced disclosure from the Disclosure and Barring Service is required for all successful applicants.

Yours sincerely

Miss J. Walker  
Headteacher



Maplefields  
Training & Development

