



**THE
HESSLE
ACADEMY**

Vacancy Advertisement

Vacancy Reference	TCAT000861
Vacant Position	Parent Services Administrator
Home School	Hessle High School & Sixth Form College
Scale Point	SCP06 £19698 FTE / £16846 actual
Weekly Hours	37 hours
Working Days	Term time plus 5 additional days

An opportunity has arisen for a suitable individual to work within The Hessle Academy as a Parent Services Administrator commencing ASAP.

The Academy

At Hessle Academy, we think our students are extraordinary. Each year they achieve outcomes that are consistently above the national average while regularly dazzling us with their talents in the Arts and Sport and their dedication to community work.

We couldn't achieve this without our staff – our greatest asset. They are talented, professional, immensely dedicated to the success of our students and committed to their own professional development.

At Hessle Academy, we value our staff and take their wellbeing seriously, with a commitment to reducing workload over the next three years, an annual staff Wellbeing Day and an active staff social committee. Consequently, Ofsted (September 2018) noted that, 'morale is high'.

As one of the schools in The Consortium Academy Trust, we offer significant career development opportunities for our staff and we expect your commitment in return. We think our students deserve it.

The Candidate

We are seeking an enthusiastic and motivational individual to support the work of the Administration department; providing help and assistance to parents, students and staff. The role will include:

- promoting and maintaining efficient and effective parent communication
- ensuring that parents' events run across the school are organised and well planned
- co-ordinating the setup of ParentPay in line with the Educational Visits Protocol
- setting up the parent evening booking system and monitoring activity
- issuing surveys and collate parents' responses
- supporting transition activities by working with the Transition team

The successful candidate will have the ability to work effectively with colleagues, share good practice, develop resources and support each other.

The Application Process

If you would like to find out more about a career at Hessle Academy and for full details of the vacant post, please view the Join our Team section on our website www.thehessleacademy.com/hessle-academy/staff-vacancies alternatively please contact our HR team at employeesupport@hessleacademy.com or 01482 648604.

Closing date for applications is **Monday 4 October 2021 at 9am** (we reserve the right to close applications early or extend the deadline)

The Hessle Academy is a through-school incorporating Penshurst Primary School and Hessle High School & Sixth Form College and is part of the family of schools within The Consortium Academy Trust (TCAT).

The Hessle Academy is committed to safeguarding children. All positions in school are subject to a subject to satisfactory references, an enhanced DBS check and successful completion of the e-learning safeguarding course.



THE CONSORTIUM
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