



**SPENCER**  
ACADEMIES TRUST  
Registered office: Arthur Mee Road,  
Stapleford Nottingham NG9 7EW  
Tel: 0115 9170100  
CEO Paul West  
[www.satrust.com](http://www.satrust.com)



**Fairfield Spencer Academy**  
Toton Lane  
Stapleford  
Nottingham  
NG9 7HB

**Receptionist/Admin Support Starting 31<sup>st</sup> August 2022**

**Permanent 22.5 hours (8.15am – 4.15pm Wednesday, Thursday & Friday), Term Time Only**  
**NJC 3 / £9819 (actual annual salary)      Benefits: Local Government Pension & Health Assured**

A fantastic opportunity has arisen to work as a Receptionist/Admin Support at Fairfield Spencer Academy. The successful candidate will work on the Academy's main reception desk and will provide administration and financial support to the Academy. Actual working hours are 8.15am until 4.15pm, Wednesday, Thursday and Friday.

The successful candidate will have exceptional organisational, administrative and IT skills. The job description, outlining the key responsibilities of the role, is attached along with a person specification.

SAT is an educational charity, Multi-Academy Trust and Sponsor of Academies. We have approaching 18000 children and young people in our academies and employ more than 2500 teachers, leaders and educational support professionals across the East Midlands. We aspire to be a leading regional high performing Trust, with a national reputation for excellence.

We currently have 16 primary academies, 8 secondary academies and one primary aged special school in our family of schools. All of our schools benefit from the collaboration and added value that being a member of our Trust offers, and share our values and beliefs. Spencer Trust academies share an ambition to deliver results that compete with the very highest performing schools in the country, and deliver a curriculum for students that is underpinned by breadth, opportunity and quality: one that seeks to give young people the opportunity to develop into well rounded global citizens that believe they can influence positive change in the world.

**Mission**

Our Mission is to deliver the best possible outcomes for children and young people.

**Vision**

Spencer Academies Trust is an exceptional Trust, providing an outstanding education for local children.

**We Believe:**

- All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.
- Schools are stronger when they work in collaboration with each other, operate within a 'family' and are open to a true sense of partnership.
- We grow the effectiveness and sustainability of our schools by developing the people within them, and that through shared and equitable responsibility for quality and outcomes; we achieve more.

If you would like to discuss the role, or have any queries, please contact Mrs Cat Griffiths on 0115 9179266 or by emailing [cat.griffiths@fairfield.notts.sch.uk](mailto:cat.griffiths@fairfield.notts.sch.uk)

Applications for this post must be submitted on our online application form, which can be found at <https://www.satrust.com/vacancies> and by clicking on the 'Apply Now' link.

In line with safer recruitment policies references will be called for prior to interview.

Closing date for applications: Monday 27<sup>th</sup> June 2022 at 9am

Interviews will take place: Monday 4<sup>th</sup> July 2022

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.**

**Spencer Academies Trust is a Disability Confident Committed Employer**