



EXTERNAL

Post: Senior Administrator

Permanent, Full Time, All Year Round

Salary: Grade 7, Points 12 – 19, £27,711 - £31,067

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust's Bluecoat Aspley Academy. I have pleasure in enclosing details.

We are seeking to appoint a passionate and enthusiastic Senior Administrator to join the administration team at Bluecoat Aspley Academy. In this varied and exciting role, you will work closely with the Office Manager, providing essential support that includes the supervision of the Academy Office, ensuring our Reception, Administrative and Reprographics services are professional, punctual, and of the highest standards.

The ideal candidate will be highly organised with excellent administrative skills, and excellent communicator with strong management and interpersonal abilities and capable of maintaining composure in a bustling educational setting.

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, Friday 25th April 2025.

Interview Date: W/C 28th April 2025.