



EXTERNAL

SIXTH FORM SENIOR ADMINISTRATOR

Hours of Work: Permanent, Full Time, Term Time Only + 2 Weeks

Salary: Grade 7, Points 12-19: £26,421- £29,777 (FTE)

Actual Salary: £23,886 - £26,920 per annum

Thank you for your interest in our recent advertisement for the above position at Archway Learning Trust's The Nottingham Emmanuel School. I have pleasure in enclosing details.

The Nottingham Emmanuel School is seeking to appoint an experienced Senior Administrator for our ever growing Sixth Form. This is an exciting opportunity for a candidate who possesses excellent administration, prioritisation, time-management, communication and interpersonal skills and has the ability to work well in a busy office environment.

The post holder will be required to provide a range of administrative support services. The nature of the role means that no one day is the same and there is always something new to do and learn.

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 Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, Bluecoat Bentinck Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students that they are required to work with.

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:

- Employee benefits and well-being scheme
- Cycle to work scheme
- Local Government Pension Scheme
- Salary sacrifice bus pass scheme

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 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, Thursday 11th July 2024

Interview Date: Monday 15th July 2024