



Vacancy

Academy Administrator

Salary:	Grade: C, points 2-4 (£18,198 - £18,933 p ro rata)
Actual Salary:	£15,462 - £16,086 p.a.
Hours:	37 hours per week, term time only (including training days)
Contract:	Permanent
Required:	December 2021

We are seeking an adaptable, motivated person to work as part of our dynamic and supportive team in the post of Academy Administrator.

If you:

- have drive and ambition
- are highly organised
- have strong communication and IT skills
- are a team player
- are calm under pressure and take a proactive and solutions driven approach

We can offer you:

- a chance to work in a busy, dedicated team
- professional development
- experience in a variety of school administrative tasks
- no two days the same

Closing date: Monday 6th December 21 at 12 noon

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including enhanced DBS disclosure