



*Stimpson Avenue Academy
Stimpson Avenue Northampton NN1 4LR
Telephone: 01604 631383*

E-Mail: head@stimpsonave.northants-ecl.gov.uk

Principal: Mrs A Hawkes

VACANCY – Senior Administrator

37 hours per week – start time/finish time by agreement

40 weeks per year (term time plus 1 week training days, plus 1 week holiday cover)

Salary: Grade H (Job Family 1377) Points: 23 - 27 - £18656 - £21205 - (Actual Pay)

We are seeking to recruit a Senior Administrator with experience to join a committed team in supplying administrative services to support the delivery of teaching and learning within a busy school. You will lead a small team to ensure that administrative work is completed efficiently and in a timely manner. Additionally, you will be dealing on a face to face basis with visitors to the school, including representatives from outside agencies, parents, pupils at the school, and visits from our academy personnel from EMLC Academy Trust. You will need to have the confidence to work within this remit and manage the office on a daily basis. We are looking for someone with strong administration skills and experience. If you have worked within an educational establishment in a similar role, this will be an advantage.

Applicants are asked to give information about their previous experience and how they can contribute to the EMLC Academy Trust ethos.

PURPOSE

The overall purpose of this job family is to provide a clerical, administrative, financial, secretarial, management and executive service for the academy to ensure that internal and external services are maintained and delivered to the required levels.

In brief, the successful candidate will be responsible for:

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- Management of the team;
- Management of pupil attendance and punctuality;
- SCR and Safer Recruitment – Assist and support the Business Manager;
- Educational Visit Co-ordination – assist the Business Manager;
- Providing appropriate clerical and administrative support the Family and Pastoral Lead and Designated Safeguarding Leads;
- Day to day Health and Safety – assisting the Business Manager;
- Staff absence and cover administration support and recording;
- Producing, filing and retrieving documents;
- Record keeping;
- Providing clerical and other support and guidance to members of the school community;
- Handling enquiries and queries and undertaking reception duties;
- Dealing with formal correspondence;
- Planning and managing diaries and meeting schedules;
- Developing the team;
- Allocating, monitoring and managing resources;
- Providing management Information;
- Quality assurance;
- Filing and retrieving;

You will need to have:

- Excellent organisation skills
- Excellent time management skills
- Good communication skills
- Ability to deal professionally with children, parents and staff
- Ability to promote positive role models
- Ability to complete tasks and work efficiently
- Able to use own initiative
- Appropriate level of data protection, security and confidentiality awareness
- Smart appearance

In line with safeguarding requirements, the successful candidate will need to undergo DBS clearance.

Stimpson Avenue Academy is a large, vibrant, multicultural primary school located in Northampton town centre with 442 children on role. The Academy is culturally diverse, multi-lingual and inclusive. We are proud of our diversity and committed to maintaining our inclusive ethos. Our vision is to nurture and support children to become the best they can be, confident individuals, responsible citizens and independent learners.

Stimpson Avenue Academy is part of the EMLC Academy Trust and we have the support of a Trust built by experienced and driven educationalists. We are a multicultural town school who can offer a supportive and dynamic team. EMLC Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check, reference and other checks.

If you would like to visit our school, please telephone to arrange a convenient date and time.

"Every Child Deserves To Be The Best They Can Be".

Recruitment packs including our EMLC application form are available to download on our website:
www.stimpsonavenueacademy.org

Application Packs are available by emailing: recruitment@stimpsonavepri.co.uk

Closing Date for receipt of applications: **Monday 19 February 2018 at 12 noon.**

Interviews expected week beginning **19 February 2018.**