

Outwood Academy City

Whole School Administration Assistant – Temporary 37 hours x 39 weeks

Required to start as soon as possible
Salary Grade 3 SCP 12 to 17 - £16,123 to £17,772 (pro rata)
Actual salary £13,790.91 to £15,201.40

Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.

Serving the city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. Prior to achieving Academy status, just 43% of students achieved five GCSEs at Grade A* to C, including English and Maths; Students achieving English and Maths A* to C combined over the last 2 years has been 69% and 68% with a progress 8 score well above the national average. In 2017, almost 70% of students passed both the new GCSEs in English and Maths. The academy is popular and numbers on role are increasing significantly year on year. We have a talented team of staff, who are committed to improving the life chances of all students irrespective of their background or starting points. If you believe in raising standards and transforming lives then this is the post for you.

Outwood Academy City is seeking to appoint an Whole School Assistant reporting to the Business Manager, the successful candidate will join a very busy team providing whole school administrative support. This post is temporary until the return of the post holder currently on secondment.

Candidates should have excellent communication skills, be organised and able to remain calm in a busy environment. Strong IT skills specifically in Microsoft Office are essential. Training will be provided on our management information system. The successful candidate will be a team player with a proactive approach to work. Owing to the nature of the role, an ability to relate to the Academy's students is crucial. The successful candidate will be an active member of the Academy's first aid team; training will be provided.

The successful applicant will be required to work as part of a dedicated team of staff and relate to a wide range of staff and students within the Academy.

Applications are invited from suitably experienced individuals with the energy and confidence to become an integral part of the Academy.

Full details of the post can be found on the recruitment page of our website:
www.city.outwood.com.

To apply for this post please complete the online application from our website under vacancies. CV's will not be accepted

Closing date: Wednesday 22nd November 2017 (12pm)

Interview date: Wednesday 29th November 2017

We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.