

## Underwood West Academy

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## SCHOOL ADMINISTRATOR – PERMANENT 37 HOURS GRADE 6. £22,129 - £24,920 (PRO RATA)

### Underwood West Academy (Part of The Aspire Educational Trust)

**School Administrator:** Starting September 2022.

37 hours per week, 40 weeks per year (Term time plus 2 weeks of school holidays to be agreed with Principal and Bursar)

**Hours of Work:** 8.30am – 4.30pm Monday to Thursday and 8:30am to 4pm Friday.

**Grade 6:** SCP11 to 17 – Salary from £22,129 - £24,920 pro rata. (Actual salary from £19,490)

Would you like to work within a forward-thinking and supportive school?

If so, Underwood West Academy could be the place for you! We are looking to appoint an extremely efficient and professional person to join our dedicated and motivated school team. You will work closely with the Bursar, Principal and Senior Leadership Team in meeting our vision and educational aims.

The successful candidate will be a highly skilled and motivated individual, able to demonstrate proven administration skills including proficiency in school systems (Arbor, CPoms) and Microsoft office, providing administrative support to school leaders in distinct areas of responsibility.

Excellent communication skills are essential to this role as you will need to liaise with staff, students and visitors on a regular basis. You will be able to demonstrate initiative, enthusiasm and flexibility. This is an excellent opportunity for a dedicated colleague to join a successful, progressive and happy school.

Key responsibilities will include: Managing school admissions, providing admin support to our child centred team and being the admin for our safeguarding and medical needs processes.



Inspiring Exciting Futures

| Principal: Mrs L Jones |

The school and the Trust are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, medical checks, right to work in UK and safeguarding checks (including enhanced DBS and a declaration of disqualification (Childcare Disqualification regulations 2009)).

Application forms can be found here: <https://underwood.schooljotter2.com/more/vacancies> and should be returned via email to [bursar@underwoodwest.cheshire.sch.uk](mailto:bursar@underwoodwest.cheshire.sch.uk)

Closing date for applications: Noon on Monday 19<sup>th</sup> September 2022.

References will be sought for all shortlisted candidates prior to interview. Interviews will take place Thursday 22<sup>nd</sup> September 2022.