

<b>Post title</b>	Admin Assistant – Visitor & Student Receptions, Reprographics & Attendance
<b>Location</b>	Airedale Academy, Crewe Road, Airedale, Castleford, WF10 3JU
<b>Grade</b>	Grade 4 SCP5-6
<b>Salary</b>	£19,650 – £20,043 FTE (Term Time + 5 days during July/August) Actual (£16,807-£17,527)
<b>Hours</b>	37 hours per week



We are looking for an enthusiastic individual to join our busy administration team. The posts combines general administration but would primarily cover day to day operation of visitor and student reception areas, administration support to the attendance team and reprographic support for the Academy.

You will need to be a dedicated team player with a collaborative approach to working with others. The successful candidate will be highly organised, able to prioritise tasks and be calm under pressure and resilient. You'll need to be able to work at pace, demonstrating urgency and attention to detail as well as being able to work on your own initiative with minimal supervision.

The successful candidate will have the ability to relate well to children and adults, have the ability to deal with conflicting demands and be able to work flexibly. You will be working with colleagues and students across the school, so will need to love working with people and be prepared to work hard as part of a team.

We're situated in the former industrial heartland of Yorkshire, close to the junction of the M62 and A1 and its transport links. The Trust currently comprises four schools across the primary and secondary phases, with plans for future growth and the opportunities that brings. Airedale Academy itself is a good school, with solid finances and rising pupil numbers over the next few years. In return, we offer an extensive programme of school and Trust CPD, to help you grow and develop as an excellent practitioner.

Our wellbeing programme includes a range of benefits including:

- The opportunity to work collaboratively within a vibrant, supportive family of schools.
- Use of School IP to assist with CPD and the development of all staff.
- Our commitment to staff wellbeing (as shown by our Wellbeing Awards for Schools and school-based Staff Wellbeing Ambassadors).

- Annual appraisals.
- National College membership.
- The Key membership.
- Recognition including Random Acts of Kindness and Staff Awards.
- Access to fitness facilities at Airedale Academy including a gym.
- Discounted Microsoft products.
- Annual flu jabs.

Talk to our staff or pupils and you'll find out how proud we are of our school, its supportive atmosphere and strong team ethos

If you would like to arrange a visit please contact the Trust HR Department by email [HR@northernambition.org.uk](mailto:HR@northernambition.org.uk) or by telephone on 01977 664555.

For further details, including the recruitment pack and Trust brochure, visit [www.northernambition.co.uk](http://www.northernambition.co.uk)

<b>Closing date for applications</b>	8am Monday 12 <sup>th</sup> September 2022
<b>Date of interview</b>	Friday 23 <sup>rd</sup> September 2022

*Northern Ambition Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.*

