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| Post title | Administrative Officer (Apprenticeship) x2 (one exams focus, one data focus) |
| Location | Airedale Academy, Airedale, Castleford |
| Grade | G3 (SCP 10 -13) with potential progression to Grade 4 on successful completion of Level 3 Business Administrator Apprenticeship |
| Salary | £16,863-£17,391 |
| Hours | 37hpw, all year round |

We are looking for two enthusiastic individuals to join our busy team as Administrative Officers. As well as the general demands of working as a school administrator (including reception duties, supporting meetings and events, producing documents and maintaining databases), these opportunities will allow you to specialise in one of two school-specific areas as your first step towards a career in education.

One post will include working with, and providing assistance to, our Exams Officer. You'll get to know the processes involved in managing exams, from entering pupils for qualifications through to distributing results and certificates. You'll also be involved in preparing paperwork and venues for internal and external examinations throughout the year.

The second post combines general admin with support for our Data Manager and Cover Coordinator. In this role, you'll help with the collation, input, manipulation and analysis of student data, including learning how to use school-specific data systems. You'll also support the Cover Coordinator in organising cover by internal or external staff when teachers are absent.

Whichever role you choose, the successful candidates will be highly organised, able to prioritise tasks and keep on top of deadlines. You'll need to have attention for detail and be able to work on your own initiative with minimal supervision. You will be working with colleagues across the school, so you'll need to love working with people, have very high standards and be prepared to work hard as part of a team.

The role is offered on a two-year fixed term basis in the first instance, during which the successful candidates will complete an 18 month Level 3 Business Administrator Apprenticeship - so you'll need to hold qualifications in English and Maths at GCSE grade C or above. If you're unsure whether your qualifications are equivalent, please contact us before applying.

For an informal discussion regarding the posts contact Joanne Pitchfork, School Business Manager, on 01977 664555. Further details and an application form are available on our website www.northernambition.org.uk or by emailing HR@northernambition.org.uk

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| Closing date for applications | 21.1.19 |
| Date of interview | 28.1.19 |

We reserve the right to close any vacancies from further submissions, when we have received sufficient applications from which to make a shortlist. Please ensure you apply without delay if you wish to be considered for this role. If you have not heard from us within 4 weeks from the closing date please assume your application has been unsuccessful

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.