

Vacancy at Springwell Leeds Academy

Administration Assistant

(North Leeds site, Tinshill)

Salary: Point 3 – 6 FTE: £24,796 - £25,989 (Pro-Rata Salary: £8,347- £8,749)

Term Time only + 5 days (39 weeks)

Working hours: 14.5 hours per week (Thursdays and Fridays)

Details of Post:

An exciting opportunity has arisen to join a committed team of staff at Springwell Leeds Academy as an Administration Assistant. As part of the Wellspring Academy Trust's long-term plan to create world-class SEMH provision in Leeds, in a multi-site Academy, we have three purpose built schools across the city. These three buildings represent a £45m investment from Leeds.

The post holder will undertake administration tasks, such as running reception, admission of visitors, taking and responding to telephone calls and emails, updating the school MIS system, recording minutes of meetings, plus a range of many other varied admin tasks at the management's discretion and in line with the needs of the academy.

Applications are invited from prospective candidates, ideally having at least four GCSE's (Grades A - C), including Mathematics and English, word processing experience, a good level of IT competence and an experience of working within an administrative role.

The successful candidate will be working in a busy fast-paced school environment and will be the front of house and the first port of call for parents and visitors to the site. They will need to be warm and welcoming whilst presenting a professional image for the Academy. The ideal candidate will be self-motivated, customer focused and organised and will have experience of Microsoft and Google packages and possess excellent communication skills. They will also be able to learn new systems quickly with training provided. This is an excellent opportunity for an individual looking for an administrative career within the education sector.

**To apply please submit an application through My New Term via our website,
<https://springwellacademy.leeds.org/job-vacancies/>**

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils.

All posts are offered subject to enhanced DBS checks. References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview.

Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

As you will be working with children, this post requires you to undertake regulated activity. It is an offence to seek to work in regulated activity with a group with which you are barred.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds,

especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.