

<b>Job title</b>	Academy Admin Assistant
<b>Location</b>	St Mark's Church of England Academy
<b>Salary range</b>	<p>Scale 3, Spine Point 5-6 [Full time salary range £29,434 – £29,855].</p> <p>The actual pro-rata salary based on working 35 hours per week, and 41 weeks per year is £26,506 - £26,885.</p> <p>The working pattern for this post is 9:00 am to 5:00 pm, daily.</p>
<b>Start date</b>	23 <sup>rd</sup> February 2026
<b>Closing date for applications</b>	13 <sup>th</sup> February 2026
<b>Interview date (if applicable)</b>	Friday 16 <sup>th</sup> February 2026
<p><b>This could not be a more exciting time to lead within the St Mark's family. Following our full graded Ofsted inspection in May 2024, St Mark's CoE Academy achieved an Outstanding judgment in all areas of the framework. During the inspection, "pupils said the school's values of Love, Hope and Trust are 'not just words' but are demonstrated by all members of the community." Inspectors also reported that "working relationships between staff and pupils are warm, caring and respectful. This means that pupils behave exceptionally well and are very happy and safe."</b></p>	
<p>Do you have the highest expectations for every member of the school community and believe in transformational education for all, irrespective of starting points and background?</p> <p>Are you able to win hearts and minds with your inspirational vision for school improvement, underpinned by the school's inclusive Christian ethos and values, Love, Hope and Trust?</p> <p>Are you passionate about high-quality teaching and learning and a life changing quality of education?</p> <p>Do you have the experience, skills, insights and determination to lead this ambitious school from Good to Outstanding alongside a values driven Principal and Senior Leadership Team?</p> <p>If you can answer yes to these four questions, we would love to hear from you.</p>	
<p>The main school office is the beating heart of our school, and we are seeking an exceptional front of house colleague, who emulates our values of Love, Hope and Trust as the first point of contact for all visitors, students and our wider community.</p> <p>The successful candidate will support the central administrative function of the Academy, including meeting and greeting visitors and stakeholders, ensuring safeguarding procedures are</p>	

upheld. Taking and directing phone calls and emails, across the Academy and ensuring they are responded to professionally. The role will provide support to the wider main school office team, under the guidance of the Senior Administration Officer, including, but not limited to, maintaining pupil records, issuing whole school letters and emails, monitoring students Parent Mail accounts.

Full details of the responsibilities can be found in the Job Description and Person Specification for this post.

St Mark's Church of England Academy is part of Anthem Schools Trust, a multi-academy trust serving over 8,000 children and young people in 16 schools across the East Midlands, London and the Thames Valley.

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to the relevant pre-employment checks which will, where applicable, include a health check, an enhanced DBS check, the Children's Barred List check and satisfactory references.

*It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated activity'. The position advertised is a 'regulated activity' and is exempt from the Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975.*

Anthem will undertake a basic online check for all shortlisted candidates.

<b>Contact details:</b> (who to contact to arrange a visit or request further information)	Visits are warmly welcomed and can be arranged via <a href="mailto:hr@stmarks.anthemtrust.uk">hr@stmarks.anthemtrust.uk</a> or via the main school office on 0208 648 6627.
<b>How to apply:</b> (how to apply and to whom)	<b>Applications are to be submitted via My New Term portal, for this vacancy at <a href="http://www.stmarks.anthemtrust.uk/work-with-us/vacancies">www.stmarks.anthemtrust.uk/work-with-us/vacancies</a></b>