

Admin Assistant

To start asap

Band 2 (£10,638.61 – £11,294.15)

30 hours per week, 38 weeks per year

Learn, Grow, Prosper

Colchester Academy is looking for an enthusiastic, energetic and organised Administration Assistant to join its thriving team. Hours of work are 30 hours, Mon-Fri over 38 weeks.

This position is to provide support to the academy's administrative procedures.

You will be required to:

- cover student reception
- First aid and supervision of medical room
- answer the telephone
- administrative support for SLT/student Support Managers
- Organise vaccinations.

Colchester Academy is a secondary school located in the heart of Colchester, Essex, boasting one of the highest progress scores in the area, from the 2017 summer outcomes and recently graded 'GOOD' by OFSTED (2018). The inspection report highlighted that:

- Relationships between pupils and teachers are strong and help pupils to learn well.
- Pupils are polite and courteous. Most pupils take pride in their work and wear their uniform with pride.
- The behaviour of pupils is good and pupils feel safe at this school

This is an exciting opportunity to work within Bright Tribe Trust, a multi-academy trust that brings together expertise from across the educational field.

For further information, job description and to apply please visit <https://colchesteracademy.org.uk/our-school/workfor-us/>.

To apply for this position an application form must be completed in full.

If you have any questions or would like to visit the academy, please contact Michelle Robinson, 01206 878878.

Closing date: 17 April 2018 midday

Interview date: w/c 23 April 2018

Bright Tribe are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is subject to an enhanced DBS check.