

Senior Administrator at Excelsior Academy

Salary: £27,334 SCP 14

Permanent, 37 hours per week, all year round – applications for term time position will be considered. Please specify in application.

Are you an organised, proactive, and detail-oriented individual with a passion for making a difference? We are seeking a Senior Administrator to join our school's administration team and contribute to the smooth functioning of our exciting work environment.

Excelsior Academy is an All-Through Academy providing education for students aged 3 – 19, serving the West End of Newcastle. It is part of the Laidlaw Schools Trust (LST) and prides itself on being a progressive, inclusive trust that supports every child to develop their talents whatever they may be. LST academies enjoy strong support from an experienced central team and every school shares the LST core values; ambitious, brave, curious, determined, extraordinary, fast and good.

Working at Excelsior, you will have a real opportunity to make a difference to the lives of our pupils by contributing to our vision and acting as a key point of contact for key stakeholders including teachers, staff and parents.

What you will do:

You will be responsible for providing and organising effective and efficient administration for the school, reporting to and working closely with the Academy Operations Manager and liaising with the Trust Central Team. This is a great opportunity for someone who will enjoy working in an interesting and fast-paced team office environment.

What you will need:

Previous administration experience with the ability to prioritise your workload effectively to meet deadlines, be computer literate with the ability to manage multiple tasks and use your own initiative to work autonomously is essential.

We offer excellent benefits including Local Government Pension scheme, employee healthcare cash plan plus 26 days annual leave (plus 8 days bank holiday) rising to 31 days.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <https://www.laidlaw-schoolstrust.co.uk/72/vacancies>

Interested candidates are welcome to tour the school, please contact the Academy office on 0191 2288 400 to arrange a visit. If you wish to have an informal discussion about this post, please contact Philippa Davison, Operations Manager, Philippa.Davison@excelsiornewcastle.org.uk

Closing Date: 9.00am on Friday 23 August 2024

Candidates who have not been contacted by 5pm on Monday 26 August may assume they have been unsuccessful

Applications should be returned to: exahr@excelsiornewcastle.org.uk

Please note that CVs will not be accepted.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to demonstrate their commitment to children's safeguarding. All successful appointments will be subject to an Enhanced Disclosure and Barring Service check and a range of other pre-employment recruitment checks.

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.