

ADMINISTRATOR

37 hours per week, term time only

NJC Points 5 £19,312 – point 6 £19,698 (pro rata £16,516.84 - £16,846.97)

Start date: As soon as possible

We have an exciting opportunity for an enthusiastic and solid Administrator to join our Administration Hub. You will work closely with the team to provide a full administration service to the Academy, handling a range of administrative processes including compiling and distributing letters, organising internal events, entering data onto the school systems, filing documentation and effectively communicating with staff, students and parents.

You will be joining a group of 9 successful schools all judged to be good or outstanding, serving approximately 4000 children from nursery through to 19 years of age. The Central RSA Multi Academy Trust sits within an umbrella trust of schools known as RSAA. The RSA Academy in Tipton (West Midlands) is an oversubscribed and expanding 11-19 school with 1100 students (including Sixth Form). This will rise to 1200 plus sixth form over the next two years. The school is highly aspirational, boasting fantastic facilities for both students and staff, including a £5 million new build block, to enable expansion.

The successful applicant will have previous administrative experience, ideally in an educational setting, along with at least a Grade C/level 4 GCSE in Maths and English. Post 16 qualifications or NVQ in Business Admin are desirable. Along with your excellent ICT skills, you will be able provide an efficient and effective clerical service ensuring high standards at all times.

If you are interested in this post and working for us please download an application pack from our website at www.rssaacademy.org.

Completed applications should be emailed to AAHR@rsaacademy.org by the closing date or earlier.

Closing date for applications: 9am on 7th June 2021

***Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
This post will be subject to an enhanced DBS clearance.***

RSA Academy, Bilston Road, Gospel Oak, Tipton, DY4 0BZ