



## **Job Advert**

### Administrator

**Job Advertisement:** Administrator

**Contract type:** Part time, 15 hours per week, Monday and Tuesday, term time only plus 2 inset days

**Location:** The Kingsway School, Gatley

**Salary:** Scale 3 Point 5-6 (£24,790-£25,183 actual £8,711- £8,849)

**Closing date:** 28/04/2025 at 12pm

**Interview date:** W/c 5<sup>th</sup> May 2025

#### **Details of the Role**

The Kingsway School, part of the Education Learning Trust, are seeking to employ an Administrator to work 15 hours per week within our busy Administration department. This role is term time plus 2 inset days.

We are seeking to appoint an enthusiastic and motivated Administrator to join our friendly, supportive, and outward looking team of teachers and support staff. The post holder will provide an efficient and effective receptionist and administration support service to the school, ensuring that all policies are maintained, and government guidelines are followed.

Key Duties will be varied but will include:

- Provide administrative support to the leadership team and staff.
- Manage student records and assist with attendance monitoring.
- Handle inquiries from parents, students, and staff, both in person and over the phone.
- Assist with the organization and coordination of school events, meetings, and activities.
- Maintain and update school databases and documentation.
- Help with the preparation and distribution of school communications, newsletters, and notices.
- Ensure that the school office operates smoothly on a daily basis.

The successful candidate will be organised and self-motivated, have a high level of accuracy and proficient IT skills including Microsoft word, excel, Google Workplace. Prior knowledge of SIMS or a similar school software is essential. Experience of working in a busy secondary school administrative team is highly desirable. They will enjoy working in a team and be able to form strong relationships with team members and students.

For full details, please refer to the full job description and person specification attached.

Please return applications to: [recruitment@kingsway.stockport.sch.uk](mailto:recruitment@kingsway.stockport.sch.uk)



## About ELT

Education Learning Trust is a Multi-Academy Trust, educating over 3500 pupils from age 2 to 16 in the Greater Manchester area. We are very proud of our inclusive ethos to Collaborate, Empower and Achieve and provide over 450 employees with an inspiring and innovative place to work, with exceptional training and development opportunities.

As a Trust employee you will receive excellent benefits, including a highly competitive salary, well-regarded pension scheme, excellent career development opportunities and support for your health and wellbeing, with our award-winning employee assistance programme.

Our vision at ELT is to create an exceptional learning journey for all, by providing:

- Exciting, innovative and challenging learning communities
- School improvement strategies arising from evidenced based research and professional enquiry
- Opportunities for professional development and leadership
- A celebration of the diversity and uniqueness of individual settings
- Innovation in practice by recognising the value of learning partnerships, both locally and nationally

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures that promote safeguarding and safer working practices. This is in line with statutory guidance including Keeping Children Safe in Education and The Education Act 2002.

All offers of employment are subject to **a safer recruitment process, including the disclosure of criminal records, online checks and vetting checks.** It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

We are committed to fulfilling our Equality Duty obligations, including valuing equality and diversity and expect all staff and volunteers to share this commitment.

We are committed to employment practices that promote diversity and inclusion in employment regardless of age, disability, gender reassignment, sex, marriage and civil partnership status, pregnancy and maternity status, race, religion or belief.

We expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Candidates should apply by completing the ELT application form, CVs alone will not be accepted in accordance with Keeping Children Safe in Education (KCSIE).

**Education Learning Trust. Registered address: Hawthorn Road, Gatley, Cheadle, Cheshire, SK8 4NB. A charitable company limited by guarantee registered in England and Wales (company number: 09142319)**

