

William Perkin Church of England High School, Oldfield Lane North, Greenford, Middlesex UB6 8PR is seeking to appoint an

Attendance, Behaviour and Website Administrator

Grade 5, scale points 12 – 15 (£22,847 - £24,097 pa, term time only)

Hours: Term time only (35 hours per week / 40 weeks per year)

To start: 1st November 2021

Closing date: 12:00 noon, Wednesday 29th September 2021

Interview date: Monday 4th October 2021

William Perkin Church of England High School (Ofsted 'Outstanding') is one of four **Twyford Trust** schools, a successful multi-academy Trust based in the Borough of Ealing.

In this fast-paced environment, the school office requires an **Attendance, Behaviour and Website Administrator** to administer whole-school attendance monitoring and behaviour systems, and have responsibility for maintaining the William Perkin School Website. The Attendance, Behaviour and Website Administrator will also need to support with general duties across the Administrative team and wider School.

The ideal candidate will be able to demonstrate previous experience of school administration, working in a busy school office.

This role is varied, busy and very fast-paced – the ability to work professionally under pressure to meet deadlines, and operate flexibly within the changing needs of the school, is essential. Excellent communication skills are also essential, as is enthusiasm, commitment and a willingness to play an active role in the life of the school. If you are meticulous with an eye for detail, take pride in your work and have a “can do” attitude we would like to hear from you.

Successful Candidates will have:

- Experience in a similar role
- Excellent ICT skills
- GCSE passes in English and Maths or equivalent
- Customer focused with excellent customer care skills
- A professional attitude and excellent attendance
- A consistent high standard of work being delivered in a fast paced environment

We offer:

- Excellent working relationships at all levels
- On-the-job learning and development opportunities
- Membership of the Local Government Pension Scheme

For more information please see the **Job Description** on the Twyford Trust website at <https://twyfordacademies.org.uk/job-vacancies>

William Perkin CE High School, Greenford

William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has seven year groups (7 - 13) totalling almost 1,400 students. The school is founded on the successful systems and approaches of Twyford CE High School, with the principle difference that it is a distinctively Christian school with open admission criteria. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016), and is oversubscribed on first choice applicants.

How to apply

Please visit the Vacancies page of the Twyford Trust website <https://twyfordacademies.org.uk/job-vacancies> for more information about how to apply, and to download a Job description, Application Form and Letter to Applicants.

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to recruitment@twyford.ealing.sch.uk. Please do not submit applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.