



ADMINISTRATION ASSISTANT (Part-time 3 days per week)

**Pay range £18426 to £18795 – Pro-rated for term-time only
Required for January 2020**

Legra Academy Trust provides high quality, high impact early years, primary and secondary education in Essex. Working together, we make a huge impact on the lives and education of both our young people and staff. We are committed to providing professional development for both our staff and governors, in order to achieve sustainable improvement.

We are looking to appoint an experienced and customer focused administrator to come and work as part of our friendly and efficient front office team for three days per week (preferably Monday, Wednesday and Friday 08:00 to 16:00).

You must have excellent communication skills, work well under pressure and the ability to prioritise your work is required. You should also strive to be part of a team that consistently delivers outstanding customer service.

The successful candidate should also have excellent organisational skills and be computer literate. Knowledge of SIMS, Microsoft applications and working within an educational setting is desirable but not essential.

You will also support the front desk where a highly personable and confident manner is essential. Meeting and greeting all visitors you will provide a positive, welcoming impression to pupils, parents and staff alike.

Darlinghurst Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Following safer recruitment procedures, this appointment will be subject to an enhanced disclosure from the Disclosure Barring Service and satisfactory references. Darlinghurst Academy is an equal opportunities employer and we are committed to positive employment policies to promote equal opportunity in employment.

**Closing Date for Applications: 20th November 2019
Interviews week commencing 25th November 2019**