



Reception & Administrative Assistant
Band 5 SCP 4-6 – Actual salary £19,364 to £20,022 per annum
Term Time Only

37 hours per week: 8.00am to 4.00pm Mon, Tues, Thurs and Fri & 8.00am to 3.30pm Wednesdays

An exciting opportunity has arisen for an experienced administrator and receptionist to join Appleton Academy. The person appointed to this post will occupy a key role within the Academy, providing a high level of administrative support to staff, students and parents to help us in our aim of delivering outstanding school support services.

Appleton Academy is part of Exceed Academies Trust, which currently consists of thirteen academies; ten primary schools, an all-through primary-to-secondary academy, an alternative provision academy and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will:

- Be confident in answering telephone and in-person enquiries and resolving problems
- Be able to use their own initiative and work closely with colleagues from across a range of departments
- Be able to converse confidently and professionally with visitors, while at times de-escalating conflict
- Be familiar with office processes and procedures, including service level agreements, meeting targets and managing workload to deliver an outstanding service
- Provide a high-level administrative service, including undertaking tasks such as word processing, reception duties, managing visitors, organising and attending meetings and minute taking
- Engage in continuing professional development and training
- Manage complex and confidential data and information while ensuring that school systems are kept up to date
- Ensure that policies and procedures are followed
- Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the Academy's statutory responsibilities, including to external organisations such as the DfE

We can offer:

- A hard-working Leadership team dedicated to the success of our students
- An inclusive approach to learning
- High quality Continuous Professional Development opportunities
- Free access to an Employee Assistance Programme
- A permanent contract, following a successful 6-month probationary period
- Secure, on-site parking
- Free access to our on-site gym

Closing date: Wednesday 3 April 9.00am / Shortlisting date: W/C Monday 8 April / Interview: W/C Monday 8 April

For an informal discussion regarding this opportunity, please contact Lisa Coyle on info@appletonacademy.co.uk or 01274 600550. Further details about our academy can also be found on our website www.appletonacademy.co.uk.



Together we Exceed

Dawnay Road, Bradford BD5 9LQ
info@exceedacademiestrust.co.uk
01274 086 490
www.exceedacademiestrust.co.uk

If you are interested in applying for this role, please do so by submitting an online application these can be found on our website and can be emailed to recruitment@appletonacademy.co.uk CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

