Administration Assistant
Grade 2 (£18,065 - £19.945 pro rata)

Start Date: September 2020
Post: Full Time – 9:00am-5:00pm (term time only)
Employed by: Washwood Heath Multi Academy Trust
Based at: Saltley Academy, Belchers Lane, Birmingham, B9 5SRX

Are you looking for a new role where you are able to make a difference?

Due to expansion, Saltley Academy are looking to appoint a committed, hardworking and enthusiastic individual to work as an Administration Assistant.

All applicants must be numerate and literate and educated to GCSE standard with an A* - C in English and Maths being essential when applying for this post.

Saltley Academy is a 11-16 comprehensive school in the heart of multi-cultural Birmingham. We have recently been graded Good by Ofsted, and during the recent inspection one of our students described our school as “outstanding, resilient and loving”. The Academy is progressing fast in its mission to develop outstanding learners, ensure academic success and nurture happy citizens in a supportive and inspiring environment. Throughout the last four years the school has performed significantly above national average in Progress 8. The Academy was also recently awarded the UNICEF rights respecting School Gold Award.

The Academy is part of the Washwood Heath Multi-Academy Trust and shares its core values. Being a member of the Trust provides numerous professional development opportunities. As a member of the Trust, the Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for the successful candidate.

We will offer you:
- an excellent induction programme within a friendly and supportive environment
- offer a whole range of professional development opportunities to further develop colleagues’ skills and paid opportunities via the apprenticeship levy
- Are creative and innovative in our approach to all aspects of school life
- A supportive team both within Saltley Academy and across Washwood Heath Multi Academy Trust
- Incredibly enthusiastic, well behaved and motivated children.
- Support and guidance from a highly effective leadership team.
- Access to generous pension scheme.
- A rights respecting school, gold award
- Have a strong family ethos where individuals are respected and valued
- Are part of the Washwood Heath Multi Academy Trust that provides on- site parking and Perkbox benefits which include discounted restaurants and free mobile insurance
Informal conversations are warmly welcomed. Please contact Sonia Clarke on 0121 566 6555 or by e-mail to staffscl@saltley.bham.sch.uk

Application Packs are also available to download from our website on www.saltleyacademy.co.uk or from www.eteach.com

**Completed application forms should be returned to: recruitment@whmat.academy**

**Closing date for applications** Thursday 2nd July, 9:00am

**Safeguarding Statement:**
Saltley Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.