**Green Meadows Academy**

**REQUIRED – Administration Manager**

**Location**: Green Meadows Academy, Back Lane, Guiseley, Leeds, LS20 8EB

**Grade:** Point 23 to 25 £28226.00 to £30095.00 per annum

(37 hours a week, all year round working)

We are looking to appoint an enthusiastic, well-organised and motivated individual to ensure that the academies administration service supports the welfare and education of the students on site. You will be responsible for the leadership of a small team of administrators and responsible directly to the Principal.

This is a leadership role and you will be working very closely with the Principal supporting their needs. You will be highly experienced with excellent interpersonal skills and will show professional integrity to work in such a position.

All candidates require: -

* Minimum GCSE (or equivalent) in English, Maths (Grade C or above)
* Experience of working in an educational setting
* A strong commitment to personal professional development
* Good moral purpose to work in supporting some of the most vulnerable young people in the city.
* We are interested in hearing from people who:
* Are self-motivated, customer-focused and organised.
* Enjoy working as part of an inclusive team.
* Have a commitment to supporting the work of education leaders and who are passionate about learning.
* Have a sense of pride in their work and are for which they are responsible
* Passionate about what we are here to do? Enhance the teaching and learning environments in our academy and enable our pupils to achieve through our facilitation

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be taken up prior to interview.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal record check from the country/countries you have resided in, if you are the preferred candidate for the post.

All applicants need to complete the equal opportunities form. Please click this link

http://bit.ly/WATEqualOpportunities

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities and welcome applications from people from all backgrounds, especially from under-represented groups including those from Black, Asian and minority ethnic communities.

**HOW TO APPLY**

For further information, please email Sharon Perkins

To apply completed application forms should be sent to: s.perkins@springwellacademyleeds.org

Reporting to: Principal

Duration of Post: Permanent

Salary: £28226.00 to £30095.00

Start Date: ASAP

Closing Date: Noon Monday 6th June 2022

Expected Interview Date: W/C Monday 13th June 2022