

Wellspring Academy Trust

Phoenix Park and Sevenhills Academies

General Administrative Officer



Wellspring Academy Trust is a Multi-Academy Trust and an approved DfE Academy Sponsor with academies in South Yorkshire, West Yorkshire and North East Lincolnshire. We are a growing Trust that is passionate about Making A Difference for the young people and Communities we serve.

We seek to recruit a highly motivated General Admin Officer to join our team at Phoenix Park and Sevenhills Academies in Grimsby. We require a professional individual to provide general admin and reception support.

The applicant must be organised and able to effectively manage workload/deadlines. Attention to detail is key.

Reporting to	Executive Principal
Duration of Post	Permanent
Work Commitment	Term Time only
Hours	37 hours per week
Salary	NJC Point 11 £15,807 pro rata (actual salary £13,401), plus excellent benefits
Start date	As soon as available
Closing date	Friday 15 th December 2017
Shortlisting	Friday 15 th December 2017
Interview date	w/b Monday 18 th December 2017
Applications	Submit completed applications to:

hutchisonj@phoenixpark.academy or by post to Mr P Hutchinson, Phoenix Park Academy, Park House, Grimsby, N E Lincolnshire, DN32 0BZ

The Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

www.wellspringacademytrust.co.uk