



School Business Assistant

Salary: Band C £17,100 - £17,400pa FTE

Hours: 37hpw (7.30am start Mon – Friday)(finish 3.30pm, Friday until 3.00pm)

Start: September 2018

We are looking to recruit a friendly, energetic and dynamic Administrator to join our team. As a School Business Assistant, you will provide comprehensive administrative support to the school and act as a central supporting role for staff, students and parents.

At LEAP Multi Academy Trust, “Achieving Excellence” is our overriding priority. We place students at the centre of everything we do, creating a culture of success and a love of learning which enhances students’ achievements and their personal, social and emotional development.

Our ambitious and emerging Multi Academy Trust currently comprises of three secondary academies serving nearly 4000 young people. Two academies are situated in Rotherham and one in Derbyshire

Eckington School is an 11-18 school, with the potential to become outstanding via quality first teaching, responsive pastoral care and decisive leadership. It serves villages in North East Derbyshire and a number of communities on the edge of Sheffield, and sits in a wonderful 42 acre site. This is an exciting opportunity for ambitious colleagues to be part of this journey.

For further information on this post, please contact the School Business Manager on 01246 432849.

Application forms and all supporting information can be downloaded from the School website: www.eckington.net

Closing date: Applications are to be received no later than 9:00 a.m. on Friday 13th July 2018.

Completed applications should be returned either by post to: Mrs S Swan, School Business Manager, Eckington School, Dronfield Road, Eckington, Sheffield S21 4GN or by email to admin@eckington.derbyshire.sch.uk

The Learner Engagement and Achievement Partnership is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post involves working with children and therefore if successful you will be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the disclosure of criminal records can be found at <https://www.gov.uk/disclosure-barring-service-check>.

We undertake to make any “reasonable adjustments” to a job or workplace to counteract any disadvantages a disabled person may face.