

River Dart Academy, Dartington

Senior Administrator

37 hours per week, term time + 12 additional days in school holidays

Pay scale: E23 – E28

Salary: £21,693 - £25,463 per annum (pro rata)

Start date: 23rd April 2019

We are looking to recruit a Senior Administrator for River Dart Academy, Dartington. The successful candidate would be expected to undertake the full range of secretarial and administrative duties, and facilitate the efficient and effective running of the Academy, including providing administrative, secretarial, data and financial support to the Principal, staff and pupils.

We would welcome applications from those who have proven experience of providing high-level administrative support in a very busy environment as well as those who are fully skilled administrators ready to turn their hand to anything!

We provide support to enable pupils to reintegrate into mainstream or special schools; or in the last four terms of compulsory education, integration into the world of work or further education.

Wave Multi Academy Trust is committed to the safeguarding and wellbeing of children, young people and staff and any successful candidates will be expected to undergo a successful enhanced DBS check and other pre-employment checks.

For an informal discussion or to arrange a visit, please contact Nathan Hayes on 01803 865580

For an application pack please use link on our website <https://wavemat.org/> under staff and governors or email cmurray@wavemat.org

The closing date for applications: 22nd March 2019 - Midday
Interviews will take place week commencing: 25th March 2019