



HABERDASHERS' ASKE'S
**KNIGHTS
ACADEMY**

NOW RECRUITING

SENIOR ADMIN OFFICER (MATERNITY COVER)

Full Time, Maternity Cover

SALARY SCALE

Scale 7 (£30,414 - £32,838)

TO APPLY

www.haaf.org.uk/vacancies

This is an exciting opportunity to help lead and manage the Administrative & Reception area of our Academy.

We are looking for a diligent person who is both hard working and organised and who can create and follow effective processes and procedures. Our Academy works best when we have efficient systems that support the needs of both staff and students and this role is crucial to that success.

Haberdashers' Aske's Knights Academy is a vibrant school community with a relentless focus on high expectations and aspirations. We are a 3-18 school in one of England's leading hard Federations, with a commitment to recruit talented individuals who share our vision to be the provider of exceptional education for all our children.

You will be a dynamic and ambitious individual and someone who leads by example with a strong commitment to excellence. For further information and to apply please visit www.haaf.org.uk/Vacancies

If you feel that this position is of interest and you have the right experience, skills and are ready for fresh challenges, with the ambition to make a real impact then we'd like to hear from you. The job comes with a very generous reward package including 25 days annual leave plus bank holidays as well as local government pension scheme.

To apply please complete the application form and supporting documents found on our website at www.haaf.org.uk/vacancies.



CLOSING DATE:

23rd August 2017, 12:00pm

INTERVIEW DATE:

31st August 2017

Haberdashers' Aske's Knights Academy
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