



The Carlton
Academy

Coningswath Road, Carlton
Nottingham, NG4 3SH
Tel: 0115 9550010
Email: office@theacademycarlton.org
www.theacademycarlton.org.uk
Head Teacher: Richard Pierpoint
NOR: 905 (11-18)

Administrator

37 hours per week, term time + 2 weeks

Band 6, £16,006 - £17,668 pa (FTE)

Actual salary paid £14,174 - £15,646 pa

Required as soon as possible

An exciting opportunity has arisen for a dedicated School Administrator to join our successful Academy. We are looking for an experienced and enthusiastic School Administrator with a strong administrative background (ideally within the educational sphere) to provide a high quality, comprehensive pupil focused administrative support service to the Academy. The post holder will provide support to the PA to the Headteacher and the Data and Exams Manager.

The Carlton Academy is a 'good school' (OFSTED May 2017) and is on a journey towards becoming outstanding. The Carlton Academy is sponsored by The Redhill Trust and works collaboratively across six schools and as part of the wider Redhill Teaching School Alliance. We offer fantastic facilities, a great staff team and motivated students who are keen to learn and succeed every day.

For a discussion about the role, please contact Sally Wall, PA to the Headteacher, on the academy telephone number.

An application form can be downloaded from our academy's website or by contacting Donna Giles, HR Officer at d.giles@redhillacademytrust.org.uk

Closing date for applications – Midday, Wednesday 6th December 2017

Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

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