



MANOR DRIVE SECONDARY ACADEMY

11-16 Non selective - all ability Secondary Academy
Secondary Roll: 270 (Year 7 and 8 only) – growing to 720 by 2028
Headteacher: Mrs J Sludds

Part of the Four Cs Multi Academy Trust

Admin Team Support Assistant

Required January 2024

Term Time plus 2 weeks
Monday to Thursday 8.00am – 3.45pm
Fridays 8.00am – 1.45pm
34hrs 45 mins per week
Grade 3 Point 2
Actual salary £18,449

The Manor Drive Secondary Academy is a brand new educational setting in the north of Peterborough, Cambridgeshire. The school welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to both start and enhance your career, in a small team with high expectations. Whilst being innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are seeking to appoint a great team player to join our busy and committed team. The successful candidate would be the first point of call for students and staff requiring first aid in the school and undertake record keeping and other administrative tasks. This role is a fantastic opportunity to gain experience with working in both administration and student facing elements of school life. The role will also include gaining experience on Main Reception, reprographics, event support and library duties. Strong personal qualities such as confidence, integrity and presence are sought in addition to good ICT skills. Consistent and effective communication is required together with the ability to use own initiative. There will be a requirement to speak with parents / carers over the telephone and via email. Flexibility and a willingness to do what is required to support the Manor Drive team would be essential qualities.

Full details of the role and how to apply can be found on the Academy website www.manordrivesecondary.org.uk Informal enquiries should be directed to Penny Noble via email pnoble@manordrivesecondary.org.uk

Closing date: Noon Monday 13 November 2023

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Porter Avenue, Peterborough, PE4 7EP



The Four Cs Academy Trust
Curiosity Confidence Courage Constancy