



HABERDASHERS' ASKE'S

**KNIGHTS
ACADEMY**

Admin Officer - Admissions

52 weeks per annum/ 25 days annual leave + bank holidays
Full Time, Permanent

We are looking for a calm, organised and flexible individual to fulfil the important role of Administrative Officer- Admissions within our Academy.

The Administrative Officer- Admissions will take a strategic lead in maintaining high standards and aspirations. You will be providing high quality administrative support to staff and students as well as dealing directly with parents, visitors and the general public by telephone and in person.

The Administrative Officer will work as part of a flexible team of post-holders at each site of the Federation to provide general administrative/secretarial and office based support with a focus on Admissions. This will be a varied and exciting post for a candidate with previous administration experience.

The post would suit someone who can develop a deep understanding of parent and student needs and tailor their approach to each situation to provide a personalised experience. The successful candidate will have an excellent communication skills, an enthusiasm for achieving targets, an ability to demonstrate excellent interpersonal and administrative skills and a very good IT literacy.

Haberdashers' Aske's Knights Academy is a vibrant school community with a relentless focus on high expectations and aspirations. We are a 11-18 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.

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

To apply please complete the application form and supporting documents found on our website at www.habsfed.org.uk/StaffVacancies and email to knightshr@haaf.org.uk before the closing date.

Haberdashers' Aske's Knights Academy
Launcelot Road
Bromley, Kent BR1 5EB

020 8461 9240
knightshr@haaf.org.uk
www.habsfed.org.uk

NOW RECRUITING

SALARY SCALE
Scale 5
(£26,749-£28,808)

TO APPLY
[www.habsfed.org.uk/
StaffVacancies](http://www.habsfed.org.uk/StaffVacancies)



CLOSING DATE:
17th January 2020
12:00pm

INTERVIEW DATE:
22nd January 2020