

MOORLAND ROAD
PLYMPTON
PL7 2RS
TEL: 01752 338373
www.plympton.academy

Principal: Ms Lisa Boorman

We are incredibly proud of our students. They were described by OFSTED in 2016 as 'courteous and friendly' students who 'conduct themselves well'. This was confirmed recently (March 2017) in a further external review by Challenge Partners who commended our students for their 'very high engagement', describing them as students who 'want to learn' and 'were resilient'. We are equally proud of our Academy; OFSTED judged the Academy to be 'Good in 2016 and it was acknowledged by Challenge Partners in 2017 that the Academy is now borderline 'Outstanding'. This is a reflection of the commitment, talent and growth of all members school community who continually strive to achieve the best. As a result, the Academy is thriving and undergoing a period of rapid growth as more students look to join our learning community.

We are looking to appoint the following:

Administrative Assistant - Student Services

HOURS: 37 Hours per week, 39 weeks per year
CORE HOURS: 8.00 am to 4.00 pm (Mon - Thurs)
8.00 am- 3.30 pm (Friday)
SALARY: NJC Grade B

We require an enthusiastic, flexible and motivated Administrative Assistant to join our busy Admin Team.

The successful applicant will have excellent administrative and organisational skills, have an ability to use own initiative and work under pressure and have good interpersonal and communication skills. Experience of SIMS would be an advantage but not essential.

The Key task will be covering Student Services Reception; greeting students and dealing with enquiries, answering telephone queries and being the first point of call for First Aid.

Further details and application forms are available from our website.

If you wish to apply for this role, please:

Complete the official application form.

Send your completed application form to Mrs Tracey Overton via email or post

Applications by email to principal@plympton.academy

Closing Date: 4th June 2018, noon

Interviews: Week of 11th June, 2018

Shortlisted candidates will be notified by email