



## **ACTIVE TEACHER TRAINING ADMINISTRATIVE ASSISTANT**

**ALT GRADE D: £24,598 - £25,183 full-time equivalent  
(depending on experience)**

**Actual pay based on 37 hours: £21,512 - £22,023**

**HOURS: 37 Hours per week. Part time could be considered.**

**WEEKS: Term time only plus 10 days**

This is an exciting opportunity to join the Active Learning Trust Initial Teacher Training (ITT) team for Secondary, which would be based within the college. The successful applicant will serve as the first point of contact for ITT and will advise potential applicants about the Initial Teacher training process and will provide administrative support to the ITT Lead Partner for Secondary.

You will need to be well organised, able to work on your own initiative and have excellent IT and communication skills.

The Academy and the Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment.

Applicants are thanked for their interest in Cromwell Community College. Please note, we are unable to accept CVs.

For an informal discussion about this role, please contact Mrs Faye Baxter, Vice Principal

We can offer you an excellent opportunity for career progression both within the college, and the Trust, as well as a supportive professional environment with a highly visible and ambitious leadership team.

The Active Learning Trust is a family of primary, secondary and special schools based across Suffolk and Cambridgeshire. Since our creation in 2012 we have worked successfully in partnership with our schools to ensure the very best outcomes for every child and young person who we have the privilege to teach. At the heart of our Trust are the dedicated teams of teaching and support staff based in our schools, supported by the leadership and expertise of our Central Team. To find out more about The Active Learning Trust please visit [www.activelearningtrust.org](http://www.activelearningtrust.org)

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In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to DBS check and satisfactory references.

Applicants are thanked for their interest in Cromwell Community College.  
We are unable to accept CVs.

Full details and information about how to apply can be found by contacting:  
Mrs C Buckle, Human Resources Manager, Cromwell Community College, Wenny Road, Chatteris,  
Cambs, PE16 6UU.  
Tel: 01354 692193

Email: [cbuckle@cromwell.cambs.sch.uk](mailto:cbuckle@cromwell.cambs.sch.uk)

Application pack available online at:  
Cromwell Community College - Vacancies ([cromwellcc.org.uk](http://cromwellcc.org.uk))

**Closing date: Monday 8 July, 2024 at 12.00 noon**

We only accept applications submitted online via MyNewTerm, our chosen applicant tracking system, and which are completed before the closing deadline. Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.