

# Administration Manager

We are looking to appoint an enthusiastic, well-organised and motivated individual to ensure that the site administration service supports the welfare and education of the students on site. You will be responsible for the leadership of a small team of administrators on site and responsible directly to the Associate Principal.

This is a leadership role and you will be working very closely with the Associate Principal supporting their needs. You will be a highly experienced professional with excellent interpersonal skills and will show the required professional integrity to work in such a position.

## HOW TO APPLY

For further information, please email [l.harper@springwellacademyleeds.org](mailto:l.harper@springwellacademyleeds.org)

To apply, please go to <https://springwellacademyleeds.org/job-vacancies/> and submit an application through My New Term

Closing Date: 9am Friday 6th September 2024.

All candidates require:

- Minimum GCSE (or equivalent) in English, Maths (Grade C/4 or above)
- Experience of working in an educational setting
- A clear commitment to personal professional development and the development of others
- A strong moral purpose to work in supporting some of the most vulnerable young people in the city

We are interested in hearing from people who:

- Are self-motivated, people-focused and organised
- Enjoy working as part of an inclusive team
- Have a commitment to supporting the work of education leaders and who are passionate about learning
- Have a sense of pride in their work
- Passionate about what we are here to do - we all make a difference here!

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview.

Further pre-employment checks, including prohibition from teaching, childcare disqualification and section 128 checks, if deemed relevant for the role, will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.