

Stewards Academy
Parnall Road, Harlow, Essex, CM18 7NQ
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Website: www.stewardsacademy.org



Administrator – Attendance required September 2024

We are looking for an enthusiastic, suitably experienced person to work in our busy admin department as part of a team. This is a varied role providing administrative support to the school.

The ideal candidate would be well organised and have a good eye for detail. ICT literate with an excellent working knowledge of Excel and other databases is desirable.

If you feel you have the skills for this role, then we would love to hear from you.

37 hours per week, Monday – Thursday 8.30am – 4.30pm & Friday – 8.30am – 4pm (with half an hour unpaid lunch)

52.14 working weeks per year

(39 working weeks (term time only) may be considered for the right candidate).

Salary: Scale 6, Point 13 - £27,562.00 – Scale 6, Point 17 - £29,459.00 per annum (includes Fringe allowance)

Closing date: Friday, 12th July 2024

Interviews: to be confirmed

‘Stewards is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to an enhanced disclosure through the Disclosure Barring Service’.