



Great Heights Academy Trust

Telephone: 01422 761019

Websites: www.greatheightstrust.org.uk

'Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect'

English Hub Administrator

Riverside Mills, Elland, Halifax. HX5 0RY

Required to start as soon as possible

37 hours per week, term-time only (some flexibility around working hours may be offered)

Scale 4, point 7 – Starting Salary = £19,186 (£22,369 FTE) Pay Award Pending

Fixed Term upto 31st August 2024 – (Extension is dependent upon funding)

Come and be part of our English Hub, one of only 34 schools nationally to be designated to deliver excellence in early language and phonics teaching in Reception and KS1.

The main focus of the role is to provide exceptional administrative support to the Hub Manager and Strategic Lead and play a lead role in communicating with our partner schools, organising events and social media campaigns.

This role would suit someone who is not afraid of a challenge, can work within a small team of colleagues and who is passionate about government initiatives.

We have been part of this Government initiative since October 2019 and although funding is secured year to year, we hope that funding will continue into future years. The role will be based at Riverside Mills, but travel will be required to events across the areas.

We are looking for an experienced Administrator, who is/has:

- Proactive, calm under pressure and has a good knowledge of administrative and office systems
- Excellent I.T skills and knowledge of effective social and digital media
- Strong interpersonal skills and can relate to academic staff, teachers and colleagues in other areas of education administration
- A good listener and has strong oral, grammar & literacy skills
- Excellent organisational skills, with the ability to co-ordinate marketing and partnership activities

In return we offer the successful applicant:

- Opportunities to further develop your skills through being trusted to take the initiative, develop and lead on marketing campaigns and work within a small team – where team work is so important

Closing date for applications: Thursday 23rd November, at 9.00am

Interviews: to be held shortly after

If you would like further information about the post, please contact Adam Harris, English Hub Lead, on 01422 761019 or email a.harris@greatheightstrust.org.uk

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.

The Trust is committed to ensuring security and protection of personal data, in line with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal data will be used for the purpose of recruitment and employment processing.

The Trust strives to create an inclusive working environment for all and is committed to being an equal opportunities employer, celebrating and promoting diversity.

If you would like to apply for this position or would like further details, please download our application pack from <https://greatheightstrust.org.uk/employment-opportunities>

Please return your completed application form by email to recruitment@greatheightstrust.org.uk or alternatively post to: Great Heights Academy Trust, Riverside Mills, Saddleworth Road, Elland, HX5 0RY, marking the envelope 'FAO Katherine Humphreys'