

## Advert – Current Vacancy

Vacancy	<b>Admin Support Assistant – Term Time plus 5 days</b>
Grade/Salary	Grade 3 SCP 4 - 6 currently (£16,629pa - £17,301pa – Actual Salary)
Contract	Permanent

The Ladder School is looking to recruit an outstanding Admin Support Assistant to join our team, as soon as possible, term time only plus 5 days.

The Ladder School is an academy that is part of The Mercian Trust. The Ladder School is a Free School set up by the trust to offer effective alternative provision for the young people of Walsall.

Based on the edge of Walsall town centre there are excellent links to the local and wider community. The Ladder School operates under a commissioning model, where local mainstream schools identify students at risk of permanent exclusion and move them to The Ladder School, to reform their behaviour and enable them to be successful in their future.

*The Admin Support Assistant will be responsible in supporting the Head of Operations to ensure that the school runs effectively. They will support the school with SIMS/Data/Marksheets, assist the Exams Officer, run social media aspects, assist the Head of Operations with Facilities/HR/Finance functions and contribute to the smooth running of the Admin Office.*

The applicants must have experience of administration, ideally in a school setting. **All applicants must have a minimum qualification of Grade C/4 in English and Maths at GCSE level.**

A good knowledge of school-based systems such as SIMS would be an advantage. A specific interest in exams, SIMS, or data would be an advantage.

Staff must have the ability to engage well with students and should be committed to working as part of a close-knit team. Previous applications should not re-apply.

The Ladder School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. A copy of the 'Safeguarding Policy' is available to view or download by logging onto the School website: [www.ladderschool.org](http://www.ladderschool.org).

This position is subject to an Enhanced Disclosure & Barring Service check (formerly CRB) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from the school or by visiting [www.crb.gov.uk](http://www.crb.gov.uk).

Closing date for applications: **12:00noon, Friday 7<sup>th</sup> January 2022**  
Interviews: **Week commencing 10<sup>th</sup> January 2022**

