

Academy Receptionist / Administrator

Salary: MK4 – £16,755 per annum up to £19,819 per annum
Actual pro-rata salary - £14,541.20 up to £17,200.36

Hours: 37.5 per week (8am – 4pm Monday to Friday)

Weeks: 39 per annum

Contract Type: Term-time only + 5 Inset days

Contract Term: Permanent

Start Date: As soon as possible

Closing Date: Midday on Friday 25 January 2019

Interview Date: Week commencing Monday 04 February 2019

The Milton Keynes Academy

Fulwoods Drive
Leadenhall
Milton Keynes
MK6 5LA

Principal: Fiona Seddon

Tel: 01908 341700

Website: www.miltonkeynesacademy.co.uk

The Milton Keynes Academy are currently seeking an enthusiastic and efficient Academy Receptionist/Administrator, with immediate effect, to support our new Reception area, which opened in November 2018.

The Milton Keynes Academy is a large 11-18 secondary school with an ethos based on raising aspirations and achievement. We have strong business and community links and our mission is to provide 'Opportunities for Everyone.' We are relentless in our pursuit of high standards and excellence and emphasise traditional core values of good behaviour, honesty and mutual respect. We are very proud of the achievements our pupils make academically and beyond the classroom.

We are a vibrant Academy (Ofsted judgement Good November 2017) with outstanding facilities. We currently have 1200 pupils on roll and welcome pupils of all abilities. We are delighted to be a member of Creative Education Trust (CET), a multi-academy trust dedicated to empowering young people with the knowledge, skills and creativity they need to succeed in school and in life. Further information about CET can be found on their website at <http://www.creativeeducationtrust.org.uk/>.

We are looking for a multi-talented person with a professional manner and good customer focussed skills to join our Administration team. We need an enthusiastic person who is able to support the Academy by ensuring that central administrative functions, including

Reception, telephone enquiries and general admin support are delivered in a timely, consistent, accurate and efficient manner.

You will be someone who has excellent interpersonal and communication skills and be interested in being part of a diverse school community. You will have the ability to work independently or as part of a team and be able to use initiative. You will need to have a flexible approach and may be asked to support a small number of evening events. You will also be required to demonstrate enthusiasm and a willingness and interest in learning new skills.

If you are a talented professional with passion, commitment and resilience, and if you are driven to make a difference to the lives and futures of young people, we would like to hear from you. Please contact Human Resources for more information on 01908 341700 or email us at careers@miltonkeynesacademy.org.uk

Further details and an application form can be found on our website at www.miltonkeynesacademy.co.uk

Thank you for your interest in working at The Milton Keynes Academy.

The Milton Keynes Academy and Creative Education Trust are committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to organisations and services linked to the academy on its behalf.