Pastoral Administrator

Salary: Grade 4 £17,112 - £19,656 per annum (starting salary dependent upon experience)

Employer: The Milton Keynes Academy

Location: Milton Keynes

Contract Type: 37 hours per week, 44 weeks per year (term-time + 5 weeks)

Contract Term: Permanent

Start Date: 01 September 2019

Closing Date: Midday Friday 12 July 2019

Interview Date: Week commencing 15 July 2019

Milton Keynes Academy
Fulwoods Drive
Leadenhall
Milton Keynes
MK6 5LA

Principal: Miss Fiona Seddon

Tel: 01908 341700
Website: www.miltonkeynesacademy.co.uk

Thank you for expressing an interest in the post of Pastoral Administrator at The Milton Keynes Academy.

We are an Academy with strong links in the community. Our Academy is underpinned by an ethos based on raising aspirations and raising achievement, so that we realise our mission of providing 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 a vibrant Academy (Ofsted judgement Good November 2017) with outstanding facilities. We cater for 1400 pupils aged 11-19 and welcome pupils of all abilities. We are a member of the Creative Education Trust (CET), which marks a new phase on our journey and will further strengthen the Academy on our pursuit to Outstanding. Further information about CET can be found on their website at http://www.creativeeducationtrust.org.uk/

A fantastic opportunity has arisen for a Pastoral Administrator to join our team. The purpose of the role is to provide administrative support to the Behaviour and Attendance Teams within the academy.

The successful candidate will be dynamic and pro-active, with excellent organisational and communication skills. You will be able to work with minimum supervision, be proficient in the use of Microsoft Office and Outlook packages and be prepared to be flexible in order to meet the needs of the academy.
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 James Down, Director of Attendance and Safeguarding, for more information on 01908 341700 or email us at careers@miltonkeynesacademy.co.uk

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

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.