



Leventhorpe
a business and enterprise academy

ADMINISTRATIVE ASSISTANT

We wish to appoint a person with energy, commitment, a high level of interpersonal skills and ability to work well under pressure as an Administrative Assistant in the Finance Office, to start as soon as possible. The main duties of the post will be:

School Trips and Music lesson administration, banking, general clerical and other administrative duties, including photocopying, record keeping and answering the telephone.

Previous experience of working within a school office and payroll experience would be an advantage, although training will be given. The successful applicant will need excellent mathematical skills, computer skills, particularly with a good level of competence in Excel, Word and Outlook.

Contact Type: Term Time

Hours: Monday – Friday 25 Hours per week

Salary: H2 scale 11 – 14 £15,807 – £16,781 + outer fringe allowance £585 pa.

Please apply to the Finance Director by letter and application form which can be found on our website. Applications can be sent by post, or by email to asb@leventhorpe.net

Closing date 12 noon, Wednesday 11th April. Interviews to take place Monday 17th April.

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants