



**Administrative Assistant
Hawkes Farm Academy, Hailsham
East Sussex Grade 4, points 8 (£16,281) to 10 (£16,946) pro rata
17.5 hours per week term time only**

Passion – Urgency – Positivity – Aspiration – Commitment

STEP Academy Trust is an exciting, dynamic place to work that can offer great opportunities to the right candidate. If you are ready to take the next step in your career, join us as we 'Strive Together for Excellence in Partnership'.

STEP Academy Trust is seeking to recruit an Administrative Assistant to join the team at Hawkes Farm Academy in Hailsham. Hawkes Farm Academy is an exciting place to work, we have friendly and engaged families, happy children who are keen to do their best and a positive, supportive working environment.

Our Administration team provides a high quality, efficient administrative support service for the school. The Job Description and Person Specification fully outline the requirements of this post.

We welcome visitors at Hawkes Farm Academy and we would warmly encourage you to come and look at all we have to offer. Please contact us for either an informal discussion or for a tour of our Academy, prior to application, hayley.scott@stepacademytrust.org or 01323 841466.

Completed application forms with supporting statements should be returned by email to recruitment@hawkesfarmacademy.org

Closing date: Friday 8th February

Interviews: Week beginning Monday 11th February

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS check and references.

CVs are not accepted