

Sixth Form PA

Etone College

37 Hours | Monday – Friday | Term Time Only plus 1 Week

Salary: £17,751 - £18,509 Full Time Equivalent

Start Date: As soon as possible.

We are looking for an organised and enthusiastic individual who will ensure our students are achieving highly and securing the best possible futures. You will be responsible for managing the reception area of our Sixth Form, tracking student's attendance and keeping records accurate.

We can offer:

- An exciting challenge where you can truly make your mark.
- Local Government Pension Scheme
- Annual health check and flu jab
- Salary sacrifice schemes e.g Cyclescheme, Techscheme.
- Money saving deals and vouchers, from restaurant vouchers, discount holidays, money off fashion, mobile phones, and utilities.
- The benefits of being part of the forward-thinking Matrix Academy Trust.
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.
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We are looking for someone who:

- Is dynamic, organised and polite with a proven success record of a public facing role.
- Has a strong understanding of the admissions process within a school/sixth form.
- Leads by example and has a track record of raising standards and levels of achievement.
- Is able to inspire and motivate our students.
- Is an excellent, engaging communicator who will develop strong relationships with children, parents and the wider community.
- Will keep accurate records, create daily notices and take minutes during meetings.

To apply please fill in an application form found on our website: www.matrixacademytrust.co.uk/vacancies and send to temery@etonecollege.co.uk

Application Deadline: Friday 27th September 2019

Interviews will be happening as soon as suitable applicants are identified - please apply immediately if you would like to be considered

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance.