

Inclusion and Pastoral Administrator

Start date: January 2019

Contract: Fixed Term until July 2019

Salary: Range 4, point 18 £20,652 p.a. (actual salary)

Hours: 37.50 hours a week, Monday – Friday 8:30 – 4:30pm (30 minutes for lunch)

Closing date: Tuesday 18th December at 10:00am

An exciting opportunity has arisen at Pimlico Academy for an Inclusion and Pastoral Administrator to support the learning of students. We are looking for an organised and confident individual with excellent administrative skills. The main focus of this role will be to support the Inclusion Department and Pastoral team.

The ability to use your own initiative, pay attention to detail and work under pressure and to deadlines is essential, together with excellent interpersonal skills and the ability to organise your workload.

We can offer you:

- A positive, friendly and welcoming environment
- The opportunity to work within an innovative and ambitious family of schools
- Excellent benefits and a location easily accessible by train, tube and bus

To apply, please download the information or visit our website on www.pimlicoacademy.org.

Please send the completed application form to recruitment@pimlicoacademy.org

To find out more about the Trust please visit www.futureacademies.org

Please note that Future Academies reserves the right to appoint at any stage during the recruitment process.

Pimlico Academy, Lupus Street London SW1V 3AT

Email: recruitment@pimlicoacademy.org

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.