

William Perkin Church of England High School, Greenford, Middlesex UB6 8PR is seeking to appoint an

Admissions Administrator

Salary: Grade 5, scale points 12 – 15 £22,237 - £23,454 (pro-rated term-time)
35 hours per week, term time only (hours 10am – 5.30pm)

Closing date: 12 noon on Monday 30th September 2019

Interview date: Wednesday 9th October 2019

We are looking for an Admissions Administrator to join our outstanding school as we grow into our seventh year. William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has seven year groups (7 - 13) totalling almost 1,400 students. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants.

In this fast-growing environment the school office requires an **Admissions Administrator** to manage a range of organisational, clerical and general tasks on behalf of staff, students, parents and visitors. The key focus of this role is to manage the admissions process for Year 7 and Sixth Form entrants, along with in-year applications, leavers and joiners, appeals and general admissions administration including coordinating waiting lists. The successful candidate will also assist with supporting the Administration Team and the wider school.

For more information about the school please see the William Perkin website, and for more information about the role please see the Job Description on the Twyford Trust website at <https://twyfordacademies.org.uk/recruitment/vacancies>

Successful Candidates will have:

- GCSE passes in English and Maths or equivalent, educated to GCE A Level
- An excellent standard of written English
- Excellent ICT and organisational skills
- Customer service experience
- A professional attitude and excellent attendance

We offer:

- Excellent relationships within a strong team
- Training and development opportunities
- Membership of the Local Government Pension Scheme

William Perkin CE High School

William Perkin Church of England High School opened as a Free School in September 2013 with its first intake of Year 7 students, and now has seven year groups (7 - 13) totalling almost 1,400 students. The school is founded on the successful systems and approaches of Twyford CE High School, with the principle difference that it is a distinctively Christian school with open admission criteria. The school is rated 'Outstanding' in all areas by Ofsted (June 2015) and SIAMS (October 2016) and is oversubscribed on first choice applicants. The Twyford Trust's fourth school – Ada Lovelace CE High School – opened in September 2018 and is temporarily based in additional accommodation at the William Perkin site until its own new building opens in September 2020. Ada Lovelace currently has 2 years groups with a total of 257 students.

How to apply

Please visit the Vacancies page of the Twyford Trust website <http://www.twyfordacademies.org.uk/recruitment/vacancies> for more information about how to apply, and to download a Job description, Application Form and Letter to Applicants.

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to recruitment@twyfordacademies.org.uk Please do not submit applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.