

# Mill Hill Primary Academy

## Administration Assistant

Applications are invited for the above post at Mill Hill Primary Academy part of the City Learning Trust. The team at Mill Hill are committed to ensuring that the Academy is an Academy of choice for parents, offering excellent outcomes for all of its pupils. We are looking for a vibrant and creative individual who can make an outstanding contribution to our Academy and who can make a positive difference to the lives of our children and families, through providing world class welfare support.

As a member of the team you would have the opportunity to drive forward your own professional development and expertise. At Mill Hill we are looking for new solutions that will change any barriers to learning.

The ideal candidate will be an experienced, inspirational, dynamic and passionate individual with the vision and drive to support the Academy senior team as it grows to achieve its world class vision for the communities it serves. The role will support the Academy in securing outstanding behaviour and securing best outcomes for learners by leading a range of behavioural support provision and interventions for children.

We are looking for someone who:

- Is passionate about children's learning.
- Will strategically plan for the Academy to delivery world class outcomes.
- Has a strong commitment to partnerships.
- Has exceptional communication skills.
- Excellent attention to detail.

In return we can offer you:

- A positive working atmosphere with committed and enthusiastic staff.
- A firm commitment to your professional development and wellbeing.
- The opportunity to help shape the future direction of the CLT.

**Closing Date: 26<sup>th</sup> November 2018**

Employees in the trust who are interested in being considered for this post should write a short letter of application, detailing within it why they feel they are suitable for the role.

*City Learning Trust is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. The successful applicant will be subject to an enhanced check by the Criminal Records Bureau.*

City Learning Trust, High Lane, Burslem, Stoke on Trent, Staffordshire, ST6 7AB  
Tel: 01782 853535. Please send your completed application form to [mfaichney@citylearningtrust.org](mailto:mfaichney@citylearningtrust.org).