



Dear Colleague

Thank you for your interest in the post of Administration Assistant. A well-qualified, professional is required to join a large experienced, friendly and supportive team here at Mill Hill. This is a team which is committed to ensuring Mill Hill Primary Academy as the academy of choice for parents, an academy offering excellent outcomes for all of its pupils.

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 challenge any barriers to learning. If you are a creative thinker, proactive in your approach, passionate about fostering children's love of learning and see yourself as a resilient learner yourself, then you would feel very much at home at Mill Hill.

This academy is part of the City learning Trust. The academy is buzzing with a 'can do' attitude. Children in the academy are friendly, enthusiastic and keen to learn. Their voice is of key importance in informing and enabling continued progress of our academy.

We are looking for a vibrant and creative professional 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.

You may, if you wish, submit a CV with your application but not instead of it. It would be helpful if your letter, in support of your application, is no more than 2 sides of A4. Please link your skills, and experience to the job and person specifications provided.

Please forward your completed application to Marie Faichney, HR Director, by post to Mill Hill Primary Academy, Sunnyside Avenue, Tunstall, Stoke-on-Trent. ST6 6ED or by email: mfaichney@citylearningtrust.org

Yours sincerely

Sharon Bates
Headteacher

BACKGROUND & ETHOS

Mill Hill Primary is an academy of 520 pupils, aged between 3 -11, situated in pleasant grounds serving an area of Tunstall which consists of private, private rented and council rented houses and flats. The children are from varied backgrounds, with a growing ethnic minority adding to the academy family.

The school converted to a City Learning Trust academy in April 2016 and benefits from the latest technology. The bright stimulating environment allows children to learn in an atmosphere where all are welcomed and valued. It is an academy at the heart of its community and seeks to provide the best learning opportunities and care to enable happy, successful pupils.

Every child should develop a love of learning and a thirst for knowledge which will enable them to problem solve, tackle new challenges and think creatively; all necessary skills for the 21st Century.

Our aim is for Mill Hill to be the academy of choice for all its community; a place where children feel secure, motivated to learn, well-resourced and able to access the highest quality teaching from caring committed staff.

Staff, Governors, parents and children will work as a team towards shared goals of trust, mutual respect and the highest standard. All pupils will reach their true potential.

All teaching and support staff are subject to the conditions of service outlined in the current pay and conditions document, as appropriate to their status, each member of staff is also required to carry out such particular duties as the Headteacher may reasonably direct from time to time.