

# Curriculum Administrator

Required as soon as possible

Scale 4 (Pt. 7-10): £22,357 - £23,587 per annum

Permanent | 35 hours per week | Term Time + 2 weeks (41 weeks)



## St Paul's Way

Education • Foundation • Trust

*St Paul's Way Trust School is a highly successful Ofsted Outstanding 'Through School' and 'National Teaching School'. Working closely with our university trust partners – Queen Mary University, King's College, Warwick University, University of Greenwich, University College London and the University of East London – our exceptional and distinctive Sixth Form offers high-quality, academic tuition across a range of A level courses. Our students pursue ambitious pathways with 3 in every 5 students attending a Russell Group University.*

To this end, we seek to provide our students with the highest level of academic and pastoral provision enriched with an extensive programme of activities.

The Trustees and Governors are seeking to appoint an exceptionally well-qualified and talented Curriculum Administrator. The successful candidate will have a strong academic and administrative background, a professional and approachable manner to support our administration team in leading our students to reach their full potential.

### Key Tasks will include:

- Ensuring that there is a warm, welcoming, and professional atmosphere for visitors and events.

- Keeping work areas tidy and organised, to reflect a clean and professional environment.
- Maintaining and developing filing systems and databases
- Collecting and collating information and basic statistics
- Operating a variety of administrative processes and procedures, developing them as necessary.
- Operating flexibly to meet rapidly changing priorities
- Dealing with internal and external queries in an efficient and effective manner.

Our exciting time of expansion as St Paul's Way Trust School continues as the lead school within the 'University Schools Trust'. Our award-winning new building is situated in the heart of East London. Professor Brian Cox OBE is our Patron.

To apply please click the below:

<https://ats-stpaulsway.jobsgopublic.com>

Application closing date:

Monday 6<sup>th</sup> June 2022 at Midday

Please note applications may be reviewed on a rolling basis, if so, we reserve the right to close this vacancy early.

Interview date: TBC

*St Paul's Way Trust School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be required to undergo an enhanced DBS check.*

St Paul's Way Trust School is part of the

# UST

University Schools Trust

