



Ambitions Academies Trust (AAT) comprises schools from all sectors: mainstream (primary and secondary) and special. AAT secures outstanding achievement and improved life chances of all our pupils. All our Academies have high expectations as the focus of their work. We are strongly committed to supporting colleagues in developing their careers further and offer excellent CPD opportunities.

We currently have the following vacancy at LeAF Studio:

Administration Assistant
Full Time, Term Time Only
Fixed term until 25th July 2018
Salary Level 3, Pts 13-16 (pro rata equates to £13,998 - £14,786)

LeAF Studio provides a bespoke education for 13-19 year olds, combining core curriculum with vocational studies specialising in Sport, Stage & Screen. Our unique approach is designed to maximise future employment opportunities and get students ready for university, an athletic career, performing arts, industry or the world of work.

We have driven LeAF Studio to become the second best Studio School in the country, our aim is now to become the best, as we continually grow and develop as a school.

We are looking for an Administration Assistant to join our team, to undertake all administrative duties to support the Principal and the Data & Exams Manager. The successful candidate will have excellent administration, organisational and customer service skills. You will be able to remain calm under pressure and be resilient to the challenges of school improvement.

Safeguarding and protecting our children and young people from harm is central to the Academy's ethos. We want to make sure that children and young people feel safe and secure. This post is subject to an enhanced DBS check.

To apply and for further details, please visit our website <http://studioschool.leaf.bournemouth.sch.uk/>

Closing date for applications: 12 Noon on 6th October 2017
Interviews: 16th October 2017

For an informal discussion, or to arrange a visit to the Academy, please contact Megan Hawkins, Data & Exams Manager, 01202 578886, mhawkins@leaf.bournemouth.sch.uk

High Expectations – High Achievement