

# SOUTHMOOR ACADEMY and The Sixth Form

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# CEO: Mrs J Maw

# Executive Headteacher (Southmoor Academy): Mrs J Maw

Headteacher (Sandhill View Academy): Mrs J Dodd

**Post:** Receptionist/Admin Assistant

**Starting date:** As soon as possible

**Salary:**  Range 4-5 (£25,185 - £25,583 per annum), FTE (pro rata based on hours worked), all year round with the possibility of working term time only, 37 weeks, to be discussed with the successful candidate.

*The salary above is the full time equivalent. The actual salary will be pro rata based on agreed working hours.*

**Location:** Sandhill View Academy

**Contract type**: Part time: hours to be agreed with the successful candidate.

**Contract Term:** Permanent

We are a family of academies who share one vision:

**To provide the highest quality education for young people in the communities we serve**.

Our vision goes beyond our own Trust. We want to contribute to the broader regeneration of our region by empowering our students to have high aspirations, achieve excellent outcomes and enjoy learning.

We aim to achieve our vision by being an **excellent** employer who ensures that all staff within and across our academies work together with high levels of moral integrity. We base every decision around one fundamental question: how will things improve for our young people as a result of this?

Our Academies share one vision and implement the same policies, but we are proud that each has its own unique identity. Staff collaborate within and across academies. We are committed to continually developing all staff so that they have high levels of satisfaction and are motivated to provide the best possible teaching and support to our students. We have the organisational expertise to support our academies and to support the sustainable growth of the Trust.

We are committed to the recruitment, retention and development of excellent staff, who are passionate about building positive relationships and improving the life chances of our young people.

Our academies recognise the huge potential in all of our students, we have high expectations and insist on high standards for all. Both academies have been evaluated as ’good’ in all areas by Ofsted:

We are looking for someone who will:

* undertake reception duties, answering general telephone and face to face enquires and signing in/out visitors Dealing directly with pupils, parents, visitors and all members of Teaching and Support staff will be a key feature of the post.
* provide administrative and clerical functions ensuing that these services are provided in an efficient, effective and timely way.

We can offer:

* 25 days annual leave increasing to 28 days leave with 5 years continuous service – based on full time hours, part time staff will receive a pro rata entitlement based on contracted hours.
* access to Local Government Pension Scheme and associated benefits with options for Additional Voluntary Contributions
* access to training and development opportunities
* cycle to work scheme

Visits to the school are warmly welcomed and can be arranged by emailing Joanne Woods, PA to Headteacher & Office Manager, [woods.j@sandhillview.com](mailto:woods.j@sandhillview.com)

Further information can be found on our website: <http://sandhillview.com/>

Closing Date for receipt of applications is 9.00 am on Monday 6th October 2025.

Applications should be returned to Sam Ferry, Head of HR and PA to Joanne Maw [sam.ferry@aspirenortheast.co.uk](mailto:sam.ferry@aspirenortheast.co.uk)

**Aspire North East Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS check.**