

## Stowupland High School

*Outstanding Progress for All*



Job Title: **Receptionist/Administrator**  
Salary: **Grade 3, Spine Points 4-6 (£18,933 - £19,698 pro rata)**  
Job Type: **Fixed term (12-month contract)**  
Start Date: **September 2021**

Hours of work: 37 hrs per week; 39 weeks per year.

We are seeking to appoint a temporary Administrative Officer to join our friendly, professional and supportive Admin team to:

- support the work of the Senior Leadership Team through a range of administrative and clerical tasks
- facilitate and enhance effective partnerships between staff, students, parents and carers

Our 11-18 school is growing and is at a very exciting stage in its development. We are the lead school in the John Milton Academy Trust and have recently opened our new, dedicated Sixth Form building. You will be joining a close-knit team and a Trust that is committed to ambition, aspiration and excellence for all.

The successful applicant needs to be efficient, flexible and a good communicator. You will be based in the front office and will work across the main school and Sixth form buildings, under the direction of the Office Manager.

If you feel that you could undertake this key role and contribute to the success of the school, we look forward to hearing from you.

### **Application and contact details:**

Full details of the post and an application pack are available on the school website. Potential applicants are welcome to contact us via [slewis@stowuplandhighschool.co.uk](mailto:slewis@stowuplandhighschool.co.uk).

**Deadline for Applications:** 20 August, 9.00am  
**Interviews:** w/c 23 August 2021

Please note that application forms will be considered as part of the shortlisting process.

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Email: [slewis@stowuplandhighschool.co.uk](mailto:slewis@stowuplandhighschool.co.uk)  
Web: [www.stowuplandhighschool.co.uk](http://www.stowuplandhighschool.co.uk)

*The John Milton Academy safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment. An enhanced DBS check is required for all successful applicants.*

The John Milton Academy Trust is an established Trust located in Mid-Suffolk. The Trust anticipates that it will be able to attract families and students by providing education in small, inclusive schools, but ones which can provide a wealth of curriculum opportunities and experiences leading to the highest possible standards of achievement. As the educational landscape undergoes significant change, JMAT wishes to establish a strong reputation building on the success of its constituent schools so that parents, carers and students regard the John Milton Academy Trust as the first choice for academic excellence and personal development.