



Fambridge Road
Maldon
Essex
CM9 6AB
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Administrator – Fixed Term Contract until 31st December 2020
Required as soon as possible, pending safer recruitment checks
3 days per week (22.5 hours)
Monday, Wednesday and Friday 8.30am to 4.30pm
Term time only excluding inset days (38 working weeks)
Pay scale 2 Points 11-14
Actual starting salary £8,719.90

We are seeking to appoint a professional, calm and organised colleague for the above role. Applicants should be flexible, able to work on their own initiative, under pressure and have the ability to prioritise to meet demands and deadlines. This is a varied role being the first point of contact in our Faculty Office in addition to carrying out reception and first aid supportive duties to facilitate the smooth running of Plume Academy and in particular our Fambridge Road Campus where the post will be based but may also include our Mill Road Campus.

Plume Academy is a friendly, supportive and aspirant educational establishment where the professional development of all staff is given a high priority. Plume's very positive last Ofsted inspection in January 2018 judged the Academy as 'Good' in all areas, including the Sixth Form.

Plume Academy is committed to Safeguarding and promoting the welfare of children and young people and expects all staff, trustees and volunteers to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration checks, together with the receipt of satisfactory references and only applications submitted on the academy's application form will be considered.

For full details and an application pack, please visit our website at www.plume.essex.sch.uk or email personnel@plume.essex.sch.uk

Closing date: 9.00 am on Monday 24th February 2020.