



Elizabeth Woodville School
Growing confident leaders



Student Services Administrator

Based at EWS North Campus, Roade
37hrs a week, 40 weeks a year

Grade E, points 4-5; Actual salary: £20390 to £20730 pa

We are looking for someone who can ensure the smooth and effective running of Student Services at our Roade Campus. You will be an enthusiastic, flexible, hard-working team player with excellent communication skills and the ability to work under pressure whilst maintaining a friendly approach to students, staff and parents. You will also be required to undertake first aid training. A good level of IT skills with the ability to work on your own initiative sometimes to short deadlines. This position is an integral part of our team.

The successful candidate will:

- Be well organised
- Be professional, enthusiastic 'can-do' attitude
- Have attention to detail and a high level of accuracy
- Work well under pressure
- Have to meet the person specification and will be required to apply for an enhanced DBS Certificate

Candidates must be eligible to live and work in the UK. Training and development opportunities will be offered. All staff are encouraged to study further, and the trust will actively support staff to obtain relevant further qualifications where possible.

How to apply

All documents including the full job description, person specification and application form are available on our website <http://ewsacademy.org.uk>. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to E: michelle.saint@ewsacademy.org.uk T: 01604 861188.

Closing date: 2 May 2024
Interviews w/c: 6 May 2024
Role to commence: asap

EWS is a high-achieving comprehensive school across two sites serving many villages and the fringes of both Northampton and Milton Keynes. We believe that all staff and pupils should be treated with respect and have built a culture based on respect for each other, resilience to meet new challenges and take responsibility for our actions and our learning. At Elizabeth Woodville we have a strong focus on academic achievement throughout the school and develop our young people to be independent and resilient learners. EWS joined Tove Learning Trust in 2016.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.