



Admissions and Welfare Officer

Actual starting salary: £27,200

Term Time (plus 2 weeks) * Attendance Bonus* Occupational Pension Scheme* Free onsite fitness & cardio suite

Ashcroft Technology Academy (ATA) is seeking to appoint a highly motivated and enthusiastic individual, with first aid training and experience and a strong administrative background, to join our Academy's administration team as Admissions and Welfare Officer. The successful candidate will have drive and experience of working in a busy office environment, combined with meticulous organisation, excellent interpersonal skills, and very strong written and verbal communication.

The role will be varied in nature and responsibilities will include: oversight of the first aid and medical provision for all students in the Academy, oversight of medical plans and monitoring long-term medical conditions, interventions with students relating to emotional, physical or welfare issues, preparation of open days and events, maintaining accurate database records and running reports on admissions' statistics and accident logs. The role will also entail handling a wide range of external telephone and face-to-face enquiries and issues, presenting at admissions appeal hearings and administering admission procedures and testing. The successful applicant will have experience of working with young people, ideally in a school environment, and will feel confident in dealing with students and families who may be in difficult circumstances. The successful applicant will also be expected to work closely with the Leadership Group.

Ashcroft Technology Academy:

- has an excellent track record of public examination results
- is graded an Outstanding School (Ofsted 2015)
- is a highly successful and six times over-subscribed school in south west London
- has excellent student behaviour and attendance levels
- provides high quality and well-resourced facilities
- offers considerable opportunities for career development
- is close to the A3, to East Putney tube station and Putney main line for easy commuting

If you would like to be a part of this team, further details and an application form are available from our website www.ashcroftacademy.org.uk or telephone us on 020 8812 3553.

You must complete the application form electronically and email it no later than 12 noon on Friday 15 September to recruitment@ashcroftacademy.org.uk. However, we reserve the right to bring forward the closing date where we find that there are a substantial number of applications and so **we advise that applications should be submitted as soon as possible.**

All appointments are subject to enhanced DBS clearance. ATA safeguards children and actively promotes their welfare. We expect all staff and volunteers to share this commitment. ATA is an equal opportunities employer and has a fully accessible site.

Ashcroft Technology Academy, 100 West Hill, Putney, London SW15 2UT

