



Admin Support Officer

Advance Learning Partnership

Whitworth Road, Whitworth Lane, Spennymoor, DL16 7LN.

Tel: (01388) 825285.

E-mail: alpadmin@alplearning.org.uk

Website: www.alplearning.org.uk

CEO: Mr K Simpson.

Salary: Grade 4-5 SCP 5-12. £19,312 to £22,183 Pay Award Pending
(Pro Rata to hours and working weeks).

Hours: 37 Hours per week.

Contract type: Permanent, Term Time + 5 days.

Required: 1st November 2021

Location: Spennymoor, may be required to travel and work across all schools within the ALP family of schools.

We are seeking an Admin Support Officer to join our governance team, providing support to the Governance Manager and a service to some of our Academy Councils.

If you have experience in a similar or related role and have excellent communication, interpersonal and organisational skills, we would love to hear from you.

A flexible approach to working hours is essential as the role involves some twilight/evening meetings for which time off in lieu is given.

Experience would be beneficial, however, the successful candidate will be given training which will be funded by the Trust.

Application: For an informal chat about the role please contact Stefanie Emmerson, Governance Manager: governance@alplearning.org.uk. Application forms and further details can be found via the Trust Website. to be sent to governance@alplearning.org.uk

Closing date for applications: Monday 18th October 2021, 9am

Interviews: W/C Monday 18th October 2021

We are committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS check and appropriate references.