



Leventhorpe
a business and enterprise academy

Sixth Form Support Officer

**£18,070.05 - £19,879.77 pro rata including outer fringe allowance (H6, scale 23 - 26)
37hrs per week Monday – Friday, term time only, plus 5 days.**

We wish to appoint a person with energy, commitment, a high level of interpersonal skills and ability to work well under pressure as a Sixth Form Support Officer within a busy school Sixth Form environment.

The role will require the right candidate to proactively support the Sixth Form team in the provision of pastoral and administrative support for the day-to-day operation and strategic planning for the Sixth Form, whilst ensuring a welcoming and supportive atmosphere for students and parents.

The successful applicant will need strong ICT skills, pleasant telephone manner, confidence, diplomacy and ability to multi-task. You will be able to demonstrate a proven track record of experience across a range of administrative activities, to be able to work independently using your own initiative.

Design Technology Workshop Technician

To work term time only, 18 hours per week. Days and times are negotiable.

We are looking for a Design Technology workshop technician to work closely with teaching staff in our Design Technology faculty. The technician will care for and maintain specialist workshop machinery, equipment and resources and will work with teaching staff to provide support to ensure that the highest quality teaching and learning takes place. Previous experience and/or a background of using and operating machines and workshop tools is preferred but not essential, training will be provided.

Salary: H2 £16,392 - £17,366 pa pro rata (including fringe allowance) equivalent to £8.50 - £9.00 per hour.

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants

Please apply in writing to the HR Manager, enclosing a letter of application and a completed application form, which can be found on our website or by contacting the school office on 01279 836633. Closing date, 18th January 12 noon. Interviews will take place the following week.