

**Acklam Grange School**

### Lodore Grove, Middlesbrough, TS5 8PB

**Tel: 01642 277700**

**Recruitment website:** www.agsrecruit.com

**School website:** www.acklamgrange.org.uk

 **e-mail:** humanresources@acklamgrange.org.uk

**Administration Support Clerk**

**Grade D, (£17,169) whole time salary**

**Permanent, 37 hours per week, term time plus 2 weeks**

**Start: From 31 October 2016 or ASAP**

**A good school with outstanding student personal development and welfare and outstanding leadership and management (Ofsted 2016)**

Acklam Grange School is a large, 11 – 16 urban, multi-cultural secondary school (NOR 1410) with first class facilities in campus-style buildings.

We place the students at the heart of all that we do. We offer:

* Outstanding student outcomes at KS4 – 73% of all our students achieved A\*-C in best English and Mathematics finishing as the top performing school overall in Middlesbrough and in the top 1% nationally for student progress
* A nationally recognised, bespoke professional development programme – AGS Inspire
* A comprehensive, inclusive, family working environment firmly rooted in our local community
* A commitment to both academic and pastoral success with SMSC/AGS Pride as a driving force and strength
* Staff well-being package supported by a serving NHS practitioner and nationally recognised.

We are looking to recruit an enthusiastic, conscientious and hard working individual to compliment our Administration Team. The successful applicant will have excellent administration, organisation and ICT skills, with emphasis on Microsoft excel skills and database interrogation. The ability to work as part of a team is essential.

**To apply please visit www.agsrecruit.com. Please refer to the supporting documentation, and complete the application form and return it electronically to** **humanresources@acklamgrange.org.uk**

**Closing date: Monday 17 October 2016**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  This post is subject to an enhanced Disclosure and Barring Service (DBS) check.**