



5 Dimensions Trust is currently advertising for the following exciting opportunity to start at The Hazeley Academy as soon as possible:

Student Services Assistant

**Salary: Grade MK3 - £14,272 - £15,146 (actual salary) based on FTE £17,711 - £18,795
35 hrs per week, term time only including INSET days (39 weeks per year)**

As part of the main office team you will be responsible for providing front line delivery of Student Support Services and provide professional and efficient clerical support within the Administrative function of the Academy.

Various duties will include: managing the Student Services window to assist students with their requests during break and lunchtimes;

answering the phone to stakeholders; actioning requests and passing on messages, where appropriate; distribution of post; directing students to first aid support; managing lost property and general adhoc administrative tasks.

A full job description is available.

You will need to be able to demonstrate that you can use your initiative, demonstrate a good understanding of customer care and a willingness to be flexible in this busy role. Proven IT skills to a good standard (including the use of MS Office and databases) are an essential requirement of the role along with the ability to work accurately to tight deadlines.

5 Dimensions Trusts Academies are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very BEST place to work and study and place the wellbeing of our staff at the forefront of our actions.

Our wellbeing provision is enriched through our staff wellbeing programme which includes; access to a fitness suite at Shenley Brook End School, health promotion events such as the Cycle to Work scheme, Friday morning social briefing with breakfast, social events, such as quiz nights, coffee mornings, bike rides, arts and crafts events, such as bake off challenge and Christmas wreath making. In addition, we offer a generous pension scheme, access to high quality training, incremental pay progression and free on-site parking.

Closing Date: Friday 10 January 2020 @ 9am

Interview Date: W/C 13 January

To view full details and apply online, please visit: <https://www.mynewterm.com/trust/5-Dimensions-Trust/136844> or alternatively you can contact recruitment at the address below. *The Academy reserves the right to close the application process at any stage should we receive sufficient applications.*

The Hazeley Academy is an equal opportunities employer. *The Hazeley Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

Recruitment, The Hazeley Academy, Emperor Drive, Hazeley, Milton Keynes, MK8 0PT

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Email: recruitment@thehazeleyacademy.com

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Principal: Mr Tony Nelson