

Hope Valley College is a comprehensive secondary, situated in the village of Hope in the Peak District. It has a highly inclusive ethos and attracts students from across north Derbyshire. It sits at the heart of the local community, about 11 miles from the city of Sheffield.

We have over 550 students, with a small number within a Post-16 Pathways, area-wide provision comprising mainly foundation learning programmes (incorporating work experience and life skills) for young people with specific learning difficulties or special educational needs.

Our stunning countryside location means we can offer a wide range of outdoor activities, including our on-site bike trail and numerous local trips.

Hope Valley College is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

Administrative Assistant

35 hours per week – 39 week per year

Grade 3 SCP 5 – 6 (£18,795 - £19,171)

Actual Salary £15,205 - £15,509

Permanent Post

Having recently joined Chorus Education Trust, this is an exciting time to become part of Hope Valley College and our Support Staff team.

The post holder must be willing to cover all general administrative duties to support teachers, departments and pupils.

Example areas are SEND, trips, subject admin and communications home.

Candidates will need to be dynamic, embrace change, be willing to learn, have strong organisational skills, great communication and excellent ICT skills with experience in a fast paced office environment.

**Completed application forms to be sent to Annabel Millington at:
amillington@hopevalley.derbyshire.sch.uk**

Please note that CVs or Derbyshire County Council applications will not be accepted.

Closing date for applications: Friday 24th January 2020 4pm

Interview to be held: week commencing 27th January 2020

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Hope Valley College, Castleton Road, Hope S33 6SD Tel: 01433 620555

Email: enquiries@hopevalley.derbyshire.sch.uk www.hopevalley-chorustrust.org/