



The Marvell College

Requires an
Office Administrator
Grade 4 term time only – plus 10 days

Salary: Grade 4 (SCP 5 – 7) £21,575 - £22,369 pro rata
Actual salary £19,008 - £19,708

Hours: 8.15am – 4.30pm Monday to Thursday
8.45am – 4.30pm Friday

The Marvell College are looking to appoint a person to join a team of committed, caring and enthusiastic staff who share the college philosophy that all students should have the opportunity to achieve. The college is committed to appointing high quality staff and supports their development.

We are seeking to appoint an organised and self-motivated Office Administrator who is able to demonstrate strong administration skills, have experience working in a busy office environment and the ability to work independently and within a team environment. The Office Administrator's role will include working closely with the leadership team.

In order to be successful in this position you should be detail-oriented, professional and have excellent written and verbal communication skills. The post holder will play a critical part in managing the school's social media and communication platforms.

The Marvell College is part of the Hull Collaborative Academy Trust. Within the Trust there are significant opportunities for further progression. This formidable partnership continues to bring about some of the best outcomes nationally and has an enviable track record of school improvement.

If you are interested, please visit our website www.themarvellcollege.com and apply by downloading the support staff application form and equal opportunities monitoring form. All completed application forms must be returned to Mrs L White, The Marvell College, Barham Road, Hull, HU9 4EE or by email recruitment@themarvellcollege.com

HCAT is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and Barring disclosure.

As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, as part of our shortlisting process.

HCAT is an equal opportunities employer.

Closing date for applications: Friday 2nd June 2023, at 12.00pm (noon)
Interviews: Week commencing 5th June 2023

