



Office/HR Administrator

Hours:	Up to 40 hours
Contract:	All year round
Salary:	Up to £26,253

Academy Trust and School

Welcome to Pimlico Academy. We are an academy that believes we can get the very best out of every child through the twin pillars of our rigorous academic curriculum, and an extensive enrichment programme.

Our academic curriculum is at the heart of school life and ensures that all students get the opportunity to study academic disciplines and extend their thinking beyond everyday understandings.

We are proud to be part of the Future Academies Trust, an ambitious family of 7 schools, Curriculum Centre and a teacher training centre (SCITT). The school believes that a knowledge-led curriculum is the best means to transform pupil outcomes.

The Role

We are seeking to recruit an Office/HR administrator to support the school in the provision of a high quality, efficient day to day Office/HR administration service.

Please find attached more information about the role and a full job description.

In return we can offer you:

- The opportunity to work with an ambitious Multi-Academy trust
- Excellent CPD opportunities
- Free lunch with access to our onsite canteen
- Competitive salary and generous holiday entitlements
- Key benefits including pension scheme and season ticket loan

To apply: Please complete the Future Academies support staff application [support staff application form](#) (from our website) and send to recruitment@pimlicoacademy.org.

Please visit our Trust's website (www.futureacademies.org) (Future Academies, Lupus Street, London, SW1V 3AT) and www.pimlicoacademy.org to find out more about our ambitious educational family.

Please note that Future Academies reserves the right to shortlist, interview and appoint before the closing date if a suitable candidate applies for the post.

Closing date: 22nd September 2019

Future Academies is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post.