

## Clee Hill Community Academy



Shropshire  
Gateway  
Educational Trust

### Administration Assistant – Primary

- Fulltime, permanent position 37 hours per week term time only plus CPD days.
- Salary within range NJC point 7 – 11 £20444 - £22129 pro rata for hours worked and term time plus only.
- Hours: Monday to Thursday 8.00am – 4.00pm, Fridays 8.00am – 3:30pm with a 30 minute unpaid lunch break
- Progression is subject to annual performance management.

This is an exciting opportunity for a self-motivated, highly organised person to work in a beautiful rural Shropshire primary school setting. As the first point of call for visitors to the school, we are looking for a welcoming administration assistant who will be responsible for ensuring safeguarding is a high priority whilst maintaining a friendly environment.

This post will require excellent communication, organisational and administration skills and an ability to always maintain confidentiality. There will be opportunities for training, both in an administrative role and as a member of school staff. The post is unique - every day will be different - and flexibility and adaptability are key in a small primary school. The postholder will be expected to provide the main point of contact for parents and visitors, ensuring communication channels are effective whilst supporting the Headteacher with the day-to-day running of the school.

Although it is advantageous that applicants have some school administration experience, applicants with skills in a similar sector will also be considered but must have the drive and enthusiasm to learn new skills and adapt quickly.

For further information and to obtain an application form and full job description, please see the school website [www.chcacademy.co.uk](http://www.chcacademy.co.uk) or email [ceri.little@chcacademy.co.uk](mailto:ceri.little@chcacademy.co.uk).

Closing date for applications: 9am on Monday 6<sup>th</sup> June 2022 (we reserve the right to close the application deadline early).

Clee Hill Community Academy and The Shropshire Gateway Educational Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments will be subject to Enhanced DBS checks and appropriate pre-employment checks.

