**West Meadows Primary School**

Administrative Assistant

Salary Details: Grade 2/3

Hours: 22.25 (Monday, Wednesday, Thursday and Friday 9AM – 1PM. Tuesday 7:45AM – 3PM)

38 Weeks Plus 2 inset days

Fixed Term to 31st March 2020 covering maternity.

The Governing Body at West Meadows Primary school are seeking to appoint a well-motivated, enthusiastic administrative assistant.

We are looking for an individual who has:

* Experience of general administrative duties
* Experience of prioritising and managing tasks
* Effective organisational skills and ability to work on their own initiative, and with colleagues
* Strong communication and interpersonal skills
* Effective use of ICT and other specialist equipment/resources

In return we can offer you:

* A successful and vibrant school with a strong Christian ethos
* Enthusiastic children who enjoy learning
* Dedicated, friendly and experienced staff
* A supportive governing body, parents and community

Visits to the school are welcomed and can be arranged by contacting the school directly on 01226 749164.

Completed applications should be e-mailed to recruitment@smat.org.uk with the subject heading of the email being the post title.

Click here for an application form ……..

Click here for a job description and specification ……………..

Click here for privacy notice …..

The closing date for all applications is: **Friday 13th September 2:30PM**

**This post is covered by the Disqualification under the Childcare Act 2006. The preferred candidate for this post will therefore be required to complete a self-disclosure form in addition to an enhanced DBS check.**

***Please note for this post you will be required to undergo an enhanced Disclosure and Barring Service check.***

***St Mary’s Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.***

***St Mary’s Academy Trust welcomes applications from both genders and is committed to equal opportunities.***

***Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.***