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| Ranikhet Academy Spey Road,Reading RG30 4EDTel: 0118 937 5520 Email: sbm@ranikhetacademy.co.uk Admin AssistantRG3 (SCP5 – 11) Actual Salary £4,414 - £4,971 pa(Full time equivalent: £19,312 - £21,748 pa, pro rata)10 hours per week (9am-11am), term time only inc. inset daysRequired ASAPWe are looking for an enthusiastic and welcoming person to join our administrative and operational team at Ranikhet Academy. To play an integral part in helping to provide outstanding care and education for our children. The successful candidate will:* Be confident using a variety of IT Software Applications
* Have good communication skills
* Have good skills in organisation and prioritising their work
* Be flexible and able to work on their own initiative
* Have commitment to teamwork

About REAch2:Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. It is a growing charitable organisation currently supporting over 55 primary academies across England, including 4 in Reading. REAch2 is a family connected by a common desire to learn from each other, share experiences and be mutually supportive across the entire academy community. We work as a team to deliver exceptional learning opportunities for all pupils in REAch2.**Application forms and details are available on our website www.ranikhetacademy.co.uk**This school is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS with child list barred check; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.  All applicants will be required to provide two suitable references.Closing date for applications: Midday, Tuesday 9th November 2021Interview date: Week commencing Monday, 15th November 2021  |