



Vacancy Position

Admin Assistant



Location

West Leigh Junior School, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB

Salary

Range: Level 5 Points 7 to 12 - £24,294 to £26,421 pro-rated (£8,348 to £9,079)

Hours of work: 15 hours per week, Monday to Friday – 12.15pm to 3.15pm, term time only.

Start Date

As soon as possible

About the Role

We are looking to appoint an enthusiastic Admin Assistant to join our busy office team. The successful candidate will have excellent written and oral communication skills and be able to communicate with parents, children and colleagues in a positive and helpful way.

The successful candidate will be required to hold a first aid qualification. Training can be provided.

The successful candidate will ideally have:

- Experience of working with Microsoft Office Programmes.
- Knowledge of SIMs desirable.
- GCSE A-C/equivalent in English and Maths.
- A caring, patient nature.
- The ability to multi task in a fast paced environment.
- The ability to work well within a team and independently.

If you wish to join our friendly and committed team and have a passion to see every child succeed, we would like to hear from you.

Closing Date: 4th November, midday

Interview Date: 11th November 2024

For further details or an application pack, please contact Director of HR, Mrs Rebecca Sanderson, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB.

Telephone: 01702 987890 ext 310

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Application Documents

Support Staff Application Form

Admin Assistant Job Description

Admin Assistant Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk