



# Brine Leas School

An Academy

Believe • Learn • Succeed

September 2024

Thank you for your interest in the post of Administration Assistant.

The governors, staff and students at Brine Leas School are seeking to appoint an enthusiastic individual who enjoys working within a team. In return, we can offer you a supportive and varied job in a pleasant educational setting.

Brine Leas School is an 11-18, mixed, academy which is located in the beautiful market town of Nantwich, in Cheshire.

The whole school administration area is led by the administration manager/Headteacher's personal assistant. The team currently comprises of two administration team leaders and within these teams there are several administrators, who provide an effective and efficient service across the school.

The current vacancy for the Administration Assistant provides a professional and confidential support service to the whole school. You will be working in conjunction with the Head's P.A, Administration team leader and other administrators to ensure the smooth running of the school. You will mainly work within the hub of the main school office.

We are a popular and successful school with a strong commitment to a broad curriculum that meets the needs of all our pupils. We believe in giving pupils life changing and affirming opportunities within our extra-curricular provision. Most pupils stay with us for seven years and enjoy excellent destinations appropriate to their abilities. Many go onto the world's best universities, employers, and careers.

We have a talented, creative, and passionate team of staff who take every opportunity to cultivate an environment in which our pupils can succeed, ask questions and express their views. We actively encourage opportunities for pupils to think deeply about their work in order to make sense of the increasingly complicated world in which we live.

We are extremely proud of our school, and we are looking for a colleague who will continue to build productive relationships within our school community. You will be part of a strong team of staff who are focused on delivering our core values, supported by a governing body who take their strategic role seriously.

This post is a great opportunity for you to make a real difference and join the school on the next stage of its exciting journey. Further information about our school can be found on our school website.

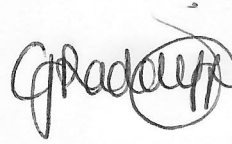
Mr P Whitehead  
Headteacher  
Audlem Road, Nantwich  
Cheshire CW5 7DY  
01270 625663  
info@brineleas.co.uk  
www.brineleas.co.uk

If you believe that you possess the necessary qualities to meet the requirements of this post and you are aligned with our values, then we welcome your application.

This and any other queries about this post should be made to Mrs Sharon Houghton, HR Manager, via [job.applications@brineleas.co.uk](mailto:job.applications@brineleas.co.uk)



Paul Whitehead  
Headteacher



Claire Radcliffe  
Head's PA and Admin Manager