

Administration Assistant with Cover duties

Grade 5

**Monday to Friday mornings term time only- 25 hours per week
(must be able to commence work at 7am every day)**

Required: As soon as possible

£13,505 - £13,734 pa

Start 1st November 2024

We are seeking to appoint an enthusiastic Administration Assistant to ensure the highest possible standard of cover and supply teaching across the school along with general school administration

The successful applicant:

- Will deploy cover staff to support school priorities
- Provide general administrative support across the school
- Has excellent organisational and interpersonal skills
- Able to manage fast changing situations and conflicting priorities
- Has the ability to work independently
- Has a positive, 'can do' attitude with colleagues

The Henry Box School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be subject to enhanced DBS clearance and other relevant pre-employment checks.

As our commitment to professional development is second to none, the successful candidate can be assured of receiving outstanding support in order to further develop their career.

Applications must be submitted on The MILL Academy Support Staff application form or the online form on our TES recruitment site.

Visits to the school are also warmly welcomed by prior arrangement or if you have any questions or would like an informal discussion about the role please contact the HR Team at jobs@millacademy.co.uk

Closing Date: Monday 14th October 2024 at 9am