



**Admin Assistant (Grade 3 £24,790 - £25,183 per year full time equivalent)**  
**25 hrs a week, 39 weeks per year**  
**Required from as soon as possible**

Sheffield South East Trust (SSET) formed in 2016 and unites seven local primary schools. The schools within the Trust work closely together for the benefit of the children and communities they serve. There are many opportunities for support, training and networking between the schools.

We are looking for an energetic and enthusiastic individual who has the ability to use their own initiative and likes working as part of a team. You should have good literacy and numeracy skills, basic IT skills and experience of working in a similar role that required good communication skills.

We offer a supportive, positive environment with a forward thinking, committed staff team and enthusiastic children and parents.

As an organisation we are committed to the safeguarding of all children in our care. The successful candidate will be required to complete a DBS Disclosure in line with Section 115 of the Police Act 1997.

If you wish to apply for this post, application forms and further information can be found on the school website <https://www.wyournlearning.com> under about us/vacancies. Please email completed application forms to: [recruitment@wyourncommunity.sheffield.sch.uk](mailto:recruitment@wyourncommunity.sheffield.sch.uk)

Closing Date: 19<sup>th</sup> March 2025 at 9am  
Interviews: 28<sup>th</sup> March 2025