



VACANCY FOR ADMINISTRATIVE ASSISTANT  
BRAYFORD ACADEMY

**JOB TITLE:** ADMINISTRATIVE ASSISTANT

**REQUIRED:** 4<sup>TH</sup> NOVEMBER 2024

**HOURS PER WEEK:** 16 (MONDAY, TUESDAY, WEDNESDAY & FRIDAY 08:45AM -12PM AND THURSDAY 08:45AM – 1PM)

**WORKING WEEKS:** 38 WEEKS (TERM TIME ONLY)

**STATUS:** PERMANENT / PART TIME

**STARTING SALARY:** £12.18 PER HOUR (PENDING PAY AWARD £12.86)

**GRADE:** C

**CLOSING DATE:** 12 NOON ON FRIDAY 1ST NOVEMBER 2024

**INTERVIEW DATE:** WEEK COMMENCING MONDAY 4<sup>TH</sup> NOVEMBER 2024

We are seeking to appoint a flexible and committed administrative assistant to support the head of school and Trust Business Manager in the daily operation of our school front office and reception at Brayford Academy.

The role will include ensuring an effective and efficient front line service to parents/carers and visitors along with various administrative tasks to ensure the efficient running of the school.

Brayford Academy is an excellent, rural, community school, where emphasis is placed on supporting the whole child through every aspect of development. With around 30 children on roll, we aim to promote and develop lifelong learning for all and are committed to a bespoke approach with an approach of excellence at its heart.

If you would like to work and contribute to a Trust that is committed to providing children with outstanding learning experiences, aims to continually develop and grow, and where teamwork and the professional development of all staff is important, we would encourage you to apply.



Registered Office: Pilton Bluecoat Academy, Abbey Road, Barnstaple EX31 1JU T:01271 345952

Mr. Ian Thomas – Executive Headteacher

COMPANY REGISTRATION NUMBER 8110847



This is a fantastic opportunity to join a team where you will be valued, welcomed, and supported within a friendly staff environment. Additional benefits include Membership of a generous pension scheme (TP/ LGPS). Access to Medigold Occupational Health who provide our employees with a range of free health and wellbeing benefits including access to Thrive; a mental wellbeing app. Free Seasonal Flu Vaccinations, Cycle to work and IT schemes, a Competitive Salary, Wellbeing and Long Service days and free onsite car parking.

TEAM Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. A DBS check will be undertaken and references taken up before interview. All shortlisted candidates are subject to a pre-employment online search prior to interview.

An application form should be fully completed; we do not accept CV's.

We actively welcome visits to our schools. Should you have any further questions or wish to arrange a visit, please make contact with Trust Business Manager Briony Parsons via [vacancies@team-mat.org.uk](mailto:vacancies@team-mat.org.uk)

Full details and application form can be found on our website [www.teamacademytrust.com](http://www.teamacademytrust.com)

Applications should be hand delivered, posted or emailed to Sam Stobbs, via [vacancies@team-mat.org.uk](mailto:vacancies@team-mat.org.uk)