

Job Vacancy

Administrative Assistant (Maternity Cover)



Winhill Village Primary School
Brough Road, Winhill
Burton-on-Trent
Staffs, DE15 0DH

Administrative Assistant (Maternity Cover)

Part-Time, Fixed-Term basis from 1st September 2026 – 23rd July 2027
30 Hours per Week, Monday-Friday, 9am-3.30pm
Term-Time Only Plus 5 INSET Days (45.05 paid weeks per annum)

Salary: Grade 4, SCP 6-7 - £25,989 - £26,403 per annum pro rata (pay award pending)
Actual salary: £18,205.72 - £18,495.73 per annum (pay award pending)

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy within JTMAT, we are delighted to offer an exciting opportunity for a hardworking, passionate and committed individual to join our team as an Administration Assistant, to cover maternity leave.

At Winhill Village, our Nursery provides a warm, nurturing and stimulating environment where children are encouraged to explore, develop independence and build a lifelong love of learning. We pride ourselves on our child-centred approach, strong relationships with families, and a curriculum that supports the whole child through high-quality play-based learning.

We are seeking a highly organised and proactive administrator to provide effective administration support and ensure the smooth day-to-day running of the school office and reception duties. This is a varied role, requiring excellent attention to detail, strong communication skills and the ability to manage competing priorities. The successful candidate will ensure business operations run smoothly, by managing daily tasks, providing clerical support, handling communication and maintaining school records.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you would like to arrange a visit to the school before applying, or would like to discuss this role, please contact **Mrs L Howard**, by emailing win-office@win.jtmat.co.uk or telephoning **01283 247570**.

Completed application forms should be emailed to win-office@win.jtmat.co.uk
Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

Closing date: Monday 6th July 2026 at 9am
Selection/Interview: Wednesday 8th July / Thursday 9th July 2026

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before applying the school website before submitting your application.