



William Brookes School

Farley Road, Much Wenlock

Shropshire, TF13 6NB

01952 728 900

www.williambrookes.com

The
3-18
Education
Trust

HEAD'S PA & HR ADMINISTRATOR

Permanent, 37 hrs/wk, 45.99 wks/yr

Grade 8, Points 18-22

(£27,344 - £29,439 pro-rata / £24,118 - £25,966 actual salary)

Required Immediately

An exciting opportunity has arisen for a highly organised, efficient and capable person to join our friendly and supportive staff as a member of our admin team.

The ideal candidate will be motivated, and calm under pressure and have excellent clerical and people skills.

Based in the office adjoining the Headteacher's, the successful candidate will be a vital link with a wide range of people and organisations, communicating both within school and with the wider community.

Full details of the post can be found in the Applicant Information Pack available on the school website:

<http://www.williambrookes.com/about-us/vacancies.php>

The closing date for applications is 12.00 noon on Monday, 12 December
Interviews will take place on Wednesday, 14 December

William Brookes School, is part of The 3-18 Education Trust, a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies which can be found on the school website. Successful candidates will be subject to an enhanced DBS check and satisfactory references.

