

Reprographics and Administrative Assistant



Royal Greenwich
Trust School

Grade: Scale 4 £23,400 - £24,684 (Salary will be pro-rata of FTE)
Pro rata £21,346.45 - £22,517.77 per annum
Start Date: September 2022
Permanent | Full Time | Term Time Only + 2 weeks

Royal Greenwich Trust School, part of the University Schools Trust, is an expanding start-up 11-18 school in the heart of Royal Greenwich.

In 2017, RGTS was established with an initial cohort of year 7 students and a sixth form provision.

In 2020, we opened our brand new £14 million building and moved into the next stage of the school's growth as our inaugural cohort moved into Key Stage 4.

Our continued growth afforded us the opportunity to increase our staff team and September 2021 saw our school fully staffed as we welcomed our final year group into the school.

This appointment presents an exciting opportunity for the right candidate to play a significant role in shaping the future of our growing learning community within our Administration team.

University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high-quality and transformational education.

We want to hear from you if you are:

- Committed to providing an inclusive transformational education for all students.
- Passionate about developing and working within a culture of academic excellence.
- Motivated to contribute directly to the creation and growth of a thriving new secondary school.

Working with us guarantees the opportunity to:

- Be an integral part of a growing school with potential for career development.
- Develop links with our wider UST network for CPD and collaborative practice.

Interested candidates are encouraged to arrange an informal discussion about the role and/or to visit the school. These can be organised via the HR team:

Telephone - 020 8312 5480 ext. 2515

Email - recruitment@rgtrustschool.net

Application packs are available from:

www.rgrtrustschool.net/recruitment

Application closing date:

Monday 27th June 2022, 9am

Provisional interview date:

30th June 2022

RGTS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to undergo an Enhanced DBS Check.

RGTS reserves the right to commence or complete the recruitment process prior to the closing date.

We do not accept applications via agencies.

Royal Greenwich Trust School is part of the

