



Connect Academy Trust, c/o Leigham Primary School, Cockington Close, Plymouth PL6 8RF  
ADMIN@CONNECTACADEMYTRUST.CO.UK 01752 790990 CONNECTACADEMYTRUST.CO.UK



## School Admin Assistant - Permanent Required as soon as possible

Base: Widey Court Primary School

Salary: Grade B £23,114 pro rata (actual salary £20,149)

Hours: 37.5 hours per week, 39 weeks per annum

Days: Monday to Friday, 8:30am - 4:30pm, 30-minute lunch break

Widey Court Primary School is looking to appoint an enthusiastic, efficient and well organised individual to join our warm and friendly administrative team. As part of Connect Academy Trust, there may be the opportunity to work in any of our schools in the future. This post is initially situated at Widey Court Primary School.

The position will include front reception duties, answering the telephone, greeting parent and visitors, taking messages, typing, clerical support, IT based tasks and supporting the School Operations Lead with general administration for the school. In house training will be provided, however experience in administration is preferred.

As the first point of contact, we are looking for someone who has the ability to multitask in a busy office environment, has excellent communication skills, can be creative, possesses good literacy/numeracy/ICT skills and is professional and conscientious.

If you wish to discuss the post, please contact Miss G Dingley, School Operations Lead, on 01752 773909 or by emailing [gdingley@wideycourt.plymouth.sch.uk](mailto:gdingley@wideycourt.plymouth.sch.uk)

If you are interested, please complete an application form available on the Connect website <https://www.connectacademytrust.co.uk/vacancies> and email it to Miss G. Dingley, using the email address above.

Connect is fully committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required to be undertaken and an on-line check of publicly available information will be completed to assess the successful candidate's suitability to work with children.

**Closing date: Monday 7<sup>th</sup> October 2024 @ 9:00am**

**Interviews: Thursday 10<sup>th</sup> October 2024**

