

TAMESIDE PRIMARY ACADEMY
Price Road, Wednesbury, West Midlands, WS10 0EZ
Tel. 0121 556 0340

Admin Assistant

Salary: Band C £18,795 - £19,945 per annum, pro rata.

Hours: Full Time – Term Time + 1 Week

We are seeking an efficient Admin Assistant to work as part of a team to assist in organising and managing the administrative support systems and activities that facilitates the effective and efficient running of the school, including the day to day function of Reception. Applicants will:

- Role model a commitment to excellence
- Be confident in using ICT systems
- Want to collaborate as part of a team
- Are flexible and adaptable, rising to the challenge of creating a new Academy
- Have high standards

In return we will offer:

- Excellent career development opportunities

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

More information about the Academy and Application Forms are available from our website: <https://tamesideprimary.academy/>

Closing date: 8.00am Tuesday 26th May 2020