

Discovery Multi Academy Trust – *Initially to be worked at Weston Mill Community Primary Academy however, under the terms of the contract you may be deployed to work at any of the schools that form the Discovery Multi Academy Trust.*

Permanent Admin Assistant, Grade C Point 5

£19,312 FTE actual pro rata salary £8,939

20 hours per week, 39 weeks per annum

We are looking to appoint an experienced and skilled administrator to join our friendly and effective administration team.

The post holder will be required to support the Senior Leadership Team in the management and delivery of all office and administrative services.

You will need to:

- Be self-motivated, flexible, and able to multi-task
- Have excellent communication skills - be friendly, approachable to parents/carers, staff and pupils
- Be able to work calmly and accurately in busy situations
- Have good literacy, numeracy and ICT skills
- Be capable of operating computer-based admin and finance systems such as Microsoft Office and PS financials
- Be able to work on your own initiative as well as part of a team

Previous school experience would be advantageous but not essential.

For an application form please visit our website – www.discoverymat.co.uk

Applications should be returned by email to -

westonmill.office@discoverymat.co.uk

Closing date: Monday 5th July 2021 9am

Interviews: Wednesday 14th July 2021 PM & Thursday 15th July AM

School visits: Wednesday 30th June 2021 from 3.30pm

Please email westonmill.desk@discoverymat.co.uk to make an appointment.

Discovery MAT is committed to safeguarding children in its care; any successful appointment is subject to satisfactory references, DBS check and disclosure by association.