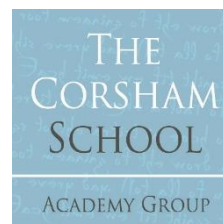


THE CORSHAM SCHOOL ACADEMY GROUP
A Multi Academy Trust

Corsham Regis Primary Academy
JOB ADVERT

Admin Assistant



Dates:	Apply by 12.00pm Monday 18 th September
Start date:	Monday 2 nd October preferred but can be negotiated with the successful candidate
Salary:	Grade D £14,656 per annum (£11.18 per hour) (Full Time Equivalent Salary £21,575)
Working:	30 hours per week, 6 hours per day (8.30am – 3.30pm) Term Time Only
Contract Type:	Part Time, Permanent

The Role

We are looking to recruit a permanent Admin Assistant to work in our reception area and to also provide admin support to the Headteacher and Class Teachers. Candidates must be reliable, friendly, computer literate and preferably experienced in school administration. The successful candidate will be required to start as soon as possible.

Regular hours will be Monday to Friday 8.30am to 3.30pm, term time only.

Potential candidates for this role are warmly invited to visit the school, please contact admin@corshamregis.wilts.sch.uk

The School

Corsham Regis Primary Academy is part of a small Multi Academy Trust serving the market town of Corsham. It is situated in North Wiltshire, on the outskirts of the Cotswolds, 8 miles from Bath and within easy reach of the M4.

Corsham Regis is a warm and friendly school where children are at the heart of the decisions we make.

Corsham Regis Primary Academy offers: -

- Commitment to your professional development
- A friendly, hardworking and supportive community
- Children who have positive attitudes to learning and eager to achieve
- A modern, well-resourced school
- A supportive governing body

As part of the remuneration package The Corsham School Academy Group offers excellent Employee Benefits, including a Contributory Pension Scheme, Employee Assistance Programme, Cycle to Work Scheme, together with discounts on High Street shopping, Cinema Tickets and Holidays.

If you wish to apply for this position, please apply via the application form. A separate letter (no more than 2 sides A4) addressed to the Headteacher should indicate how your qualifications and experience make you a suitable candidate for this post.

Please download and complete the Application Form, and return to the school via email to: admin@corshamregis.wilts.sch.uk

Alternatively, a paper copy can be completed and returned to the School Office.

Corsham Regis Primary Academy, as part of the Corsham School Academy Group, is committed to safeguarding children and young people. All post holders are appointed subject to a satisfactory safeguarding check including a Disclosure & Barring Service (DBS) Enhanced check.