



HASMONEAN MULTI-ACADEMY TRUST

The school seeks to appoint the following member of staff:

Administration Support Assistant

28 hours a week - Term Time plus 2 weeks during summer holidays

Monday – Thursday: 9 a.m. to 3.45 p.m. (1 hour lunch break)

Friday – 8.00 am to 1.00 p.m. (Hours negotiable over 5 days)

This position offers the advantage of school holidays

Starting date: ASAP

Scale Range NJC 12-17

Actual starting salary £22,315.37 (68.58% of NJC 12) (FTE £32,535)

It is essential for the candidate to have:

- excellent typing and computer skills
- excellent proof reading and re-drafting skills
- excellent administration and IT skills
- excellent Numeracy and Literacy Skills
- excellent organisational and communication skills
- excellent telephone manner

Please note that in line with our safer recruitment practices we can only consider fully completed application forms and not CVs and should be addressed to Mrs L Oskis c/o Ms J Grant j.grant@hasmonean.co.uk

Application forms are available on our website www.hasmoneanmat.org.uk

Your statement should detail how your experience to date has prepared you for this post and what you would plan to achieve during the fixed term, and what skills and experience you have which would enable you to fulfil the role.

The staff at Hasmonean come from a variety of religious and ethnic backgrounds. Visit our web site. Interested applicants are welcome to make an informal visit to the school.

There is no fixed closing date for this vacancy. We reserve the right to close the vacancy at any time should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before submitting an application.

The appointment is subject to an enhanced DBS clearance.

The school is committed to safeguarding and promoting the welfare of children and young people