



# Kidsgrove High School

A Shaw Education Trust Academy



**Principal: Mr A Bygrave**

*Gloucester Road, Kidsgrove, Stoke-on-Trent, Staffordshire ST7 4DL*

t: 01782 948250 [www.uakidsgrove.org](http://www.uakidsgrove.org) e: [communications@uakidsgrove.org](mailto:communications@uakidsgrove.org)

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## **Business Support Assistant**

Business Support Assistant  
Salary: Grade 4 Term Time Only  
Required: January 2019

We are seeking to appoint an enthusiastic Business Support Assistant to join our Business Support Team based at Kidsgrove. Under the guidance of senior staff, you be responsible for undertaking administrative, financial and organisational processes within the school, and to assist with the planning and development of support services.

The ideal candidate must have experience of working on their own initiative, managing own workload and completing tasks to deadlines, working accurately and timely. In addition some analytical experience is required, you must be able to problem solve and be able to assess immediate responses to visitors and telephone queries. You must have experience of face to face and verbal communication within the workplace. You must have a flexible approach to work in order to deal issues as and when they arise at short notice

Kidsgrove High is an academy within the Shaw Education Trust. The Trust is led by an Executive Leadership Team steeped in school leadership and improvement experience: [www.shaw-education.org.uk](http://www.shaw-education.org.uk). They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

The school is committed to the safeguarding and wellbeing of students and expects all staff to share this commitment. The successful candidate will be required to undergo appropriate child protection screening including a DBS check.

Closing Date: 12 noon on Monday 10<sup>th</sup> December 2018

Interview: Week commencing 17<sup>th</sup> December 2018 tbc

Please forward completed application forms to  
Mrs Heather Hancock  
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Kidsgrove, Stoke on Trent,  
Staffs ST7 4DL  
[hhancock@uakidsgrove.org](mailto:hhancock@uakidsgrove.org)