

Business Support Assistant

Business Support Assistant

Salary: Grade 4, scale point 13-16, £17391 - £18319 Term Time Only (to be pro rata)

Required: January 2019

We are seeking to appoint an enthusiastic Business Support Assistant to join our Business Support Team based at Kidsgrove Primary. 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. Experience of working within a school and SIMS is an advantage.

Kidsgrove Primary School is now 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. They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

We are a school where children are offered a unique and inspiring curriculum which enables each child to meet their full potential both now and in the future. Our inquiry-based curriculum promotes the highest standards of literacy and mathematics skills whilst allowing pupils to develop their curiosity and thirst for learning, a sense of personal health wellbeing and a creative approach to problem solving. We aim to inspire and enthuse every pupil through the challenge of learning.

At our school each pupil can feel that they belong to a caring and supportive community. We work closely with families and communities to ensure that all pupils can achieve their full potential. 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.

If you would like to visit the school ahead of making an application, please enquire as detailed below and arrangements will be made for you to meet the Head of School, Miss Pope.

Closing Date: 12 noon 15th December 2018

Interview: week commencing 7th January 2019 tbc

Please forward completed application forms to

Mrs Heather Hancock

Shaw Education Trust at Kidsgrove High School

Gloucester Road,

Kidsgrove, Stoke on Trent,

Staffs ST7 4DL

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