



## Administrative Assistant – Pupil Services Office

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**Salary:** SET G4 SCP 13 – 16 £18,933 - £19,698 FTE salary per annum, £16,008 - £16,654 pro rata salary per annum

**Working hours:** 37 hours per week Monday – Friday, term time only (38 weeks)

**Contract type:** Fixed Term to May 2021

We are seeking to appoint a new member of the team to work in our busy Pupil Services office, providing administration support to our Pupil Services and Attendance Officers and dealing with general enquiries from students and families.

Our new colleague will have a good general education with experience of answering the telephone and dealing with face to face enquiries. Computer and typing skills are necessary and experience of using SIMS would be advantageous but is not essential.

**The successful candidates will:**

- Willingness to be flexible and support the school when needed
- Bring rigour and an eye for detail and experience to our ambitious school
- Have a friendly and positive disposition

**In return we can offer:**

- A forward thinking and innovative Senior Leadership Team
- An open and transparent workplace that has an honest and respectful culture
- Friendly and enthusiastic children
- Caring, friendly colleagues with a strong team spirit and a positive attitude
- Supportive parents and Academy Councillors

The Westleigh School enjoys a successful partnership with the Shaw Education Trust, which is a growing multi academy trust led by an Executive Leadership Team steeped in school leadership and improvement experience. Working with the Shaw Education Trust also allows colleagues to access a large range of well-established training opportunities and work alongside like-minded professionals across a range of schools.

At The Westleigh School, each pupil can feel that they belong to a caring and supportive environment. The school/academy 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.

Further details and application forms are available from the school website / shaw education trust website [www.thewestleighschool.co.uk](http://www.thewestleighschool.co.uk) / [www.shaw.education.org.uk/careers](http://www.shaw.education.org.uk/careers) or by contacting the school.

Completed applications are returnable to Mr Carlton Bramwell (Headteacher), The Westleigh School, Westleigh Lane, Leigh WN7 5NL via [vacancies@westleigh.wigan.sch.uk](mailto:vacancies@westleigh.wigan.sch.uk)

**Start date:** As soon as possible  
**Application deadline:** Friday 15<sup>th</sup> October at 12pm  
**Interview date:** Wednesday 20<sup>th</sup> October

**Please note that CV's will not be accepted in line with our safer recruitment policy.**