



Administrative Assistant – Main Office

Salary: SET G4 SCP 13 – 16 £18,933 - £19,698 FTE Salary per annum, £6,922 - £7,202 pro rata salary per annum

Working hours: Monday and Tuesday (16 hours per week), term time only (38 weeks)

Contract type: Permanent

We are seeking to appoint a new member of the main office team to work 2 days per week (Monday & Tuesday).

Our new colleague will have a good general education with experience of reception duties, answering the telephone and greeting visitors in our very busy school reception. Other essential qualities are excellent typing and computer skills, along with the ability to prioritise a demanding photocopying workload whilst remaining calm under pressure.

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 / 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

Start date: As soon as possible
Application deadline: Friday 15th October at 12pm
Interview date: Wednesday 20th October

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