



Shropshire
Gateway
Educational Trust

Lacon Childe School

Administration Assistant – Reception

Fulltime, permanent position : 37 hours per week term time only plus CPD days and 5 days during holiday periods.

Salary within range NJC point 5 - 6 £19312 - £19698 pro rata for hours worked and term time plus only.

Hours: Monday to Friday 8.30am - 4.30pm (30 minutes lunch break).

Progression is subject to annual performance management.

Reporting to Office Manager.

The school is looking for an outstanding, enthusiastic and motivated Administration Assistant to support the whole school administration function and to be the first point of call for visitors to the school ensuring safeguarding is a high priority and everyone receives the Lacon Childe welcome.

We are looking for highly effective person to carry out this important post.

This post will require excellent communication and organisational and administration skills and an ability to maintain confidentiality at all times.

For further information and to obtain an application form and full job description, please contact Mrs S Broad, PA to the Headteacher on: Tel: 01299 270312 or email admin@laconchilideschool.co.uk or look at our website www.lacon-childe.org.uk

Closing date for applications: noon 6th September 2021 (we reserve the right to close the application deadline early).

Lacon Childe School and The Shropshire Gateway Educational Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Rigorous child protection procedures are in place. Appointments will be subject to Enhanced DBS checks and appropriate pre-employment checks.

