



Administrative Assistant

Grade 4

18 hours (8:15 to 14:30, over 3 days)

Permanent - term time only

Salary FTE Gross Salary = £19,650 Pro Rata Salary = £8,265

Pupil Age Range: 9 - 13

Closing Date: Midday, Monday 25th April 2022

Shortlisting: Monday 25th April 2022

Interviews: Thursday 28th April 2022

We are seeking an inspiring Administrative Assistant with a passion for supporting our school community. This post is permanent, term time only with a start date 9th May 2022.

James Bateman Middle School is a "good school" (Ofsted - June 2018). We are now well on our way to being outstanding. We encourage all pupils to be the best that they can be, seeing each individual as unique, with their own strengths and areas to improve. Our pupils enjoy their lessons; they are inspired to be inquisitive about their learning. Staff have high expectations of all pupils and provide challenge that enables them to realise their potential.

The successful candidate will have experience of working in an office environment. You will be joining an experienced and committed team responsible for supporting staff, pupils and parents across all areas of school life. The ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

Under the direction of the School Business Manager and Office Manager, you will assist with daily clerical and administrative duties.

If you are energetic, self-motivated and enthusiastic, have a positive outlook and enjoy a challenge, and feel you have what it takes to support the management of administrative office duties, you will enjoy working within this team. In return you can expect a comprehensive package of support and on-going professional development as recognised by the school recently gaining the CPD Quality Mark.

"This authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment".

These positions are subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk.

The application pack for this vacancy is available below. Please apply by post to: Ms C Picken, James Bateman Middle School, Park Lane, Knypersley, Stoke on Trent, Staffordshire, ST8 7AT. or e-mail office@jamesbateman.staffs.sch.uk.

Closing Date: Monday 25th April 2022 (12:00)