



Shropshire
Gateway
Educational Trust

Lacon Childe School

Administration Assistant to the Trust Head of Finance, Business and operational organisation HR and payroll focus

Fulltime, permanent position 37 hours per week all year around. There may be some flexibility in working patterns or hours for the right applicant.

Salary within range NJC Scale 5, point range 12/17 £22571 – £24920 Pro rata for part-time hours/term time.

This position carries an annual leave allocation of 24 days plus public holidays.

Hours: 8am - 4pm, full time, (all year round plus annual leave entitlement, to be taken in the school holidays).

Progression is subject to annual performance management.

Reporting to Trust Head of Finance, Business and operational organisation.

Please note this position is open to experienced or developing administrators looking to progress in supporting the Trust in HR and payroll and other business matters.

Required for September 2022, this position is based at Lacon Childe school, which is within easy commute of Bridgnorth, Kidderminster, and Worcester.

This is an excellent opportunity for either an experienced, outstanding, enthusiastic and motivated or newer to the profession administrator who is able to offer professional support service to the Trust and who is keen and committed to continue their training and gain further experience in this role.

We are looking for highly effective person to carry out this responsible post. The post is varied and will require a flexible approach, excellent communication and organisational skills. Previous experience within an educational setting is desirable.

For further information and to obtain an application form and full job description, please see our website at www.lacon-childe.org.uk or contact Gill Bradley by email gill.bradley@laconchildeschool.co.uk

Please submit your application form and covering letter by email to the above address by closing date: Monday 11th July 2022 (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.



Registered Office: Lacon Childe School, Cleobury Mortimer, DY14 8PE

Company number 9115941