



Shropshire
Gateway
Educational Trust

Administration Assistant

This position will suit experienced applicants looking for part time hours or may also be of interest to an apprentice looking to continue their studies improving and gaining hands on experience in administration.

Training needs will be supported.

Part time, fixed term position, 20 hours per week term time only (Monday to Friday) plus 5 PD days.

Salary NJC Scale 3 points 5/6 £23,500 - £23,893 (pro rata for hours and weeks worked).

Actual salary £10,877.94 - £11,059.85.

Reporting to Assistant Headteacher in charge of SEND and Office Manager.

Overall purpose: To support the Assistant Headteacher in charge of SEND with administration.

Required as soon as possible, this position is based at Lacon Childe School, which is within easy commute of Bridgnorth, Kidderminster, and Worcester.

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

We are looking for a highly effective person to carry out this responsible post. The post is varied and will require a flexible approach, excellent communication, computing confidence, attention to detail and organisational skills. Previous experience within an educational setting would be beneficial but not essential.

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

Please submit your application form and covering letter by email to the above address by 9am on Monday 15th January 2024.





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The Shropshire Gateway Educational Trust and all its schools 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 are subject to an Enhanced DBS check, where applicable a prohibition from teaching check and other appropriate pre-employment checks. Applicants should read our safeguarding policy (available on our website) prior to application.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offendersact-1974>.