

**Job Advert**

Ref No:2021/02

Level 3 Administration Assistant

Required for Spring Term 21

Andover Way

Middlesbrough

TS89HL

**Tel:** 01642 591053

**Email:** [office@viewleyhill.org.uk](mailto:office@viewleyhill.org.uk)

[www.viewleyhillacademy.co.uk](http://www.viewleyhillacademy.co.uk)

**Head Teacher:** Mrs K Barkley

**Required for Spring Term 2021**

Administration Assistant – Level 3

Actual salary £11,728 - £12,250

20 hours per week - Monday to Friday.

Viewley Hill are seeking to appoint a suitably qualified, enthusiastic and highly motivated administration assistant to join our friendly, ambitious and forward thinking school.

We are looking to appoint someone who:

* is committed to being part of a whole school community, supporting children to be their very best
* recognises their significant role in representing ‘the face’ of the school
* has excellent communication and organisational skills
* works well as part of a team, and also demonstrates initiative and independence.

In return for your commitment, we are proud to offer you the opportunity to join a successful school that is dedicated to the whole school community, in order to ensure the best possible outcomes for our children.

Application forms are available from, and should be returned to, the school. Applications should be accompanied by a covering letter and addressed to the head teacher. Please telephone the office or email [office@viewleyhill.org.uk](mailto:office@viewleyhill.org.uk) for any further detail.

Alternatively, forms can be downloaded from our website. [www.viewleyhillacademy.co.uk](http://www.viewleyhillacademy.co.uk)

**Application Timeline:**

Closing Date: 11th December 2020 (12 noon)

Shortlisting: 11th December 2020 3pm

Interviews: 15th December 2020

Viewley Hill Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed.  This post is subject to DBS Clearance.