

POST TITLE:	Administration Assistant x 2
POST RESPONSIBLE TO:	Office Manager
SALARY:	Grade 3 SP 16 £17,341 pro rated to £8324
CONTRACT TYPE:	Term Time Only Plus requirement to work 2 weeks during the Summer
HOURS OF WORK:	Post 1 – 7:30am - 11:30am Post 2 – 1pm – 5pm
CONTRACT TERM:	1 year fixed term contract initially
CLOSING DATE:	Friday 27 th April at 9am
INTERVIEW DATE:	Week commencing 30 th April
START DATE:	ASAP

The WMG Academy for Young Engineers is seeking to appoint a highly motivated, efficient, flexible and customer focussed individual. The candidate will need to be able to work with a range of external stakeholders, parents, potential students and employer partners. You will demonstrate and demand the highest standards of delivery.

Applicants should be of smart appearance with excellent keyboard and communication skills, together with a sound knowledge of Microsoft applications including Word, Excel and Outlook. Knowledge of Progresso would be an advantage as would previous experience of working in a school or educational environment.

Further information about WMG Academy can be found on our website: www.wmgacademy.org.uk.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance.

To apply for this position, please complete the application form with a supporting statement (section 7 of the application form).

CV's will not be accepted. Completed application forms should be returned to:

Claire Weatherall, WMG Academy for Young Engineers, Mitchell Avenue, Coventry, CV4 8DY

Or emailed to c.weatherall@wmgacademy.org.uk

For an informal conversation please contact the WMG Academy on 02476 464661