

POST TITLE:	Administration Assistant
POST RESPONSIBLE TO:	Office Manager
SALARY:	Grade 3 SP 15-18 £17,972 - £18,870 pro rated to £16,543 - £17,370
CONTRACT TYPE:	Term Time Only Plus requirement to work 2 weeks during the Summer
HOURS OF WORK:	7:30am – 3:30pm (job share will be considered for the right candidate)
CONTRACT TERM:	1 year fixed term contract initially
CLOSING DATE:	Sunday 19th May
INTERVIEW DATE:	Week commencing 20 th May
START DATE:	ASAP

The WMG Academy Trust Board seek to appoint an enthusiastic and flexible Administration Assistant.

Our Ofsted inspection of March 2017 has fully endorsed, across all categories, that we are a 'Good' school.

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.

As a small school, the concept of a 'family' environment is very important to us. Our staff are well looked after and genuinely work as a team in an open-office environment. Student-staff relationships are excellent and there are multiple opportunities to work with both an array of business partners (including Jaguar Land Rover, Bosch, Balfour Beatty and National Grid) as well as the University of Warwick. All members of staff are affiliate members of the university and enjoy associated benefits.

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