ADMIN ASSISTANT

18.5 Hours per week (Weds PM, Thurs, Fri)

Term time only + INSET days

Commencing: ASAP

Salary:    (£20,494 - £22,183)

Actual Salary (£8985 - £9726)

We are looking to appoint a highly professional and efficient Administrative Assistant. The Administrative Assistant is part of the Office team who provide a full support service to the school. The post holder will need advanced skills in Microsoft Word and Excel as these are used to their full extent, including importing and exporting to other software packages and producing sophisticated documents and reports. A logical and organised work ethos is essential, as well as the confidence to use and explore task- specific software packages.

This position will be based within Sheffield Children’s Hospital although occasionally you may be asked to cover on alternative sites.

Candidates should apply by school application form only. Full job details may be downloaded from the school website or an application pack may be obtained by telephoning the school office on 0114 3053121 or e-mailing [Becton@nexusmat.org](mailto:Becton@nexusmat.org).

**For more information and an application form to apply please visit our website:**

<https://www.becton.sheffield.sch.uk/page/?title=Application+and+Equal+Opportunities+forms&pid=313>

What you can expect:

• A unique environment where you will be supported and encouraged to think in new ways

• An opportunity to join colleagues who will make you proud to be part of our state education system.

• Access to tailored CPD through Becton School and Nexus Academies Trust

• Working within an award winning MAT who pride themselves on having friendly supportive schools who together are helping to transform communities

Interviews will be held as soon as possible after the closing date.

**Closing date: Sunday 3rd July**

We reserve the right to close this vacancy early should we receive an overwhelming response.  All candidates are advised to refer to the job description and Person Specification before making an application.

Completed applications should be emailed to **Becton@nexusmat.org**

For an informal and confidential conversation about the role, to arrange a visit and for an application pack, please contact Mark Ainsley 07892 777 001.

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.  A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.