



Selattyn C of E Primary School

Small School, Big Heart

Vacancy

ADMINISTRATIVE ASSISTANT (LEVEL 1)

We are looking to appoint a dedicated and enthusiastic individual to join our team as a Level 1 Administration assistant.

This position is part-time - 4 hours per week on Wednesdays 9am – 1pm term time only.

Fixed term until 31st July 2025 (with the possibility of a further 12-month extension)

Required start date: 1st January 2025

Confidentiality is essential for this position.

Please see the job and person specification attached for further details about this position.

Work Pattern: Wednesdays 9-00am – 1pm

A total of 4 hours per week, term time only.

There is an expectation that no holidays or leave can be taken during term time.

Grade: NJC Grade 3, Spinal Point 4

Closing date: Monday 18th November at 9am

Interviews: Date to be given after shortlisting

Start Date: 1st January 2025

Visits to the school prior to application are welcomed. Please ring 01691 659744 or email admin@selattyn.shropshire.sch.uk to book an appointment.

For further details, please see: <https://www.selattyn.shropshire.sch.uk/vacancies>

Applications through completed Application form only.

Please email your completed application form to: admin@selattyn.shropshire.sch.uk.

As part of our strong commitment to safeguarding means this post is subject to an enhanced disclosure and barring service check. In line with Keeping Children Safe in Education 2023 (KCSIE) online searches will be undertaken for prospective shortlisted candidates.