

School Apprentice Administration Assistant

Dates: Apply by Monday 16th July 2018, 5 pm

Interviews: Thursday 19th July 2018, am

Salary: Scale 2, £20,616 pro-rata (actual salary £17,788)

Location: Hackney, Benthall Primary School

Contract type: Full Time, term-time only, fixed-term

Working hours: 8.45 am – 5 pm Monday to Friday, 36 hours weekly

Start Date: 1 September 2018

Contract term: Temporary – 1 year with the possibility of extension

We have a great opportunity for a full-time Administration Assistant Apprentice to join our friendly admin team in September 2018. As with any apprenticeship, after you have finished the qualification you will have the opportunity to progress onto the next level and continue further employment in the chosen field.

You will be required to attend the training course and will be allocated time to complete your coursework. Training on the workplace will involve working alongside current office admin staff under supervision.

The post holder will become fully conversant with school office systems and competent in providing administrative support within the office in the primary school environment.

The post holder will be the first point of contact for visitors and members of the public and therefore the person must demonstrate a high level of customer service skills and promote the school in a positive manner.

If you are interested in this position, please download and complete an application form. Please note that the CVs will not be accepted.

Completed applications should be sent by email to anna.jassim@benthall.hackney.sch.uk by or returned to the school office by post by the closing date.

Should you have any queries on the application process, please contact Senior Admin and Finance Officer Abeo Ward in the school office on 02089859310.