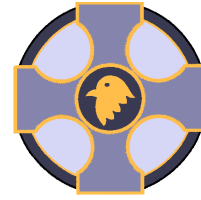




ROYSTON SCHOOLS ACADEMY TRUST



Required September 2017

**Administrative Assistant Post H1.11/12 - H2 (£15,507 - £16,481) pro-rata.
Fixed Term Contract (September 2017 - July 2018)
24 hours per week, term time only**

*'The school's work to support pupils' personal development and welfare is outstanding.'
Ofsted 2017'*

From September, we require an effective and motivated Administrative Assistant to join our busy team. You should be a well-organised, flexible, individual with experience and an ability to work under pressure with initiative. Good ICT skills is essential. This post involves providing day to day admin support to a variety of staff in a friendly environment. The job is varied and good communication skills/telephone manner are required for dealing with children, parents, staff, professional bodies and the general public. Provision of First Aid will be required and training will be provided.

Please visit either Teachinherts or Roysia website for further details, application forms and job description.

Visits to the school are welcome and can be arranged by contacting the school.

Website: www.roysia.herts.sch.uk

Email: admin.roysia@rsat.org.uk

Telephone: 01763 241555

Closing date: Friday 7th July 2017

Interview date: To be confirmed

Our schools are committed to safeguarding the wellbeing of our pupils. Successful candidates will be required to be checked with the disclosure and barring service (DBS). Further information about the disclosure can be found at www.disclosures.co.uk. The Royston Schools Academy Trust is an equal opportunities employer.