



***Birchwood Primary School, Birchwood Avenue, Dordon,  
Tamworth, Staffs, B78 1QU***

**Admin Assistant**

**15 hours per week, term time only (39 weeks)**

**Grade: Band D, Scale point 10 to 13 £16,863 to £17,391**

**Actual Pro Rata Salary: £5906**

**A unique opportunity has arisen to join a passionate team of staff in a growing Multi Academy Trust.**

We are seeking a dedicated, enthusiastic and knowledgeable Admin Assistant to join us in creating an outstanding centre of educational excellence in our school in Warwickshire.

Community Academies Trust is a successful, forward-thinking organisation which maintains high expectations of staff and students.

We are seeking to appoint a dedicated Admin Assistant to join us as soon as possible. As a member of our staff you will be instrumental in providing an outstanding admin support service to the Leadership, Staff and Children of the school.

The successful candidate will have high expectations, a commitment to providing an outstanding admin support service and up-to-date knowledge of office packages. We are seeking a passionate and driven individual with good communication and organisational skills and a desire to make a difference to the lives of our pupils and their communities.

Birchwood Primary School is part of Community Academies Trust, a multi-academy trust with the express purpose of transforming schools in community Hubs, through applying a holistic view of education.

If this role is of interest to you and you can contribute to our future success an application pack is available on the school website [www.birchwoodprimaryschool.com](http://www.birchwoodprimaryschool.com) Should you require any other details please contact Mrs J Jackson, Office Manager on 01827 892913.

For more information visit: [www.birchwoodprimaryschool.com](http://www.birchwoodprimaryschool.com)

For an informal discussion or to request an application pack, please contact **Mrs J Jackson, Office Manager, Birchwood Primary School, Birchwood Avenue, Dordon, Tamworth, Staffs B78 1QU.**

Closing date for applications is: **Monday 5<sup>th</sup> November 12 noon**

Interviews will take place on: **Monday 12<sup>th</sup> November**

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Community Academies Trust supports Equal Opportunities Employment.

Community Academies Trust Company Registration No. 0747273-6

***“Education is for improving lives and for leaving your community and world better than you found it”***