



## **Administration Assistant AAAD5048 – Mickle Trafford Village School.**

**Grade:3 - £22,366 to, £23,114 pro rata per annum – 20 hours per week Term Time (Mondays, Tuesdays, Wednesdays, Thursdays & Fridays 8am-12pm)**

The Governing Body of this friendly primary school are seeking to appoint an enthusiastic and committed person who has a calm and positive approach. They will need a good sense of humour and the ability to work independently and effectively within a team, dealing with children, members of the public and parents in a warm, friendly and helpful manner. The successful candidate will carry out reception and general office duties, be the main point of contact for visitors to the school and telephone enquiries, maintain manual and computerised records and some basic finance tasks.

All appointments to the school are subject to Safer Recruitment procedures and an enhanced DBS disclosure is required. Please feel welcome to call the school for an informal discussion or to arrange a visit with Nicole.

Application forms should be completed online via the Cheshire West and Chester website:

[https://ats-cheshireschooljobs.jpg.co.uk/searches?ga\\_client\\_id=a730c736-9700-43bc-af68-8bd962a196e6](https://ats-cheshireschooljobs.jpg.co.uk/searches?ga_client_id=a730c736-9700-43bc-af68-8bd962a196e6)

or by requesting an application form from Nicole via email to [sbm@mickletrafford.cheshire.sch.uk](mailto:sbm@mickletrafford.cheshire.sch.uk)

or by completing the application form below and returning it to Nicole via email to [sbm@mickletrafford.cheshire.sch.uk](mailto:sbm@mickletrafford.cheshire.sch.uk)

Closing date: 4pm on Friday 14<sup>th</sup> June 2024.

Shortlisting: Monday, 17<sup>th</sup> June 2024.

Interviews: Thursday 20<sup>th</sup> June 2024.

[Application Form](#)

[Job description](#)

[Personal Specification](#)