

**Branston Community Academy, Station Road, Branston, Lincoln, LN4 1LH**

**ADMINISTRATION ASSISTANT**

Part-time (16 hours a week for 40 weeks a year)

Hours – 8.30 am – 12.30 pm Monday, Tuesday, Wednesday and Friday

Salary- SCP 2 – 4 (£7,730 p.a. – £8,013 p.a. actual salary)

Required to join the General Office team to support the continuing and expanding work of the Academy.

The post demands enthusiasm and an ability to deal with confidential material. It is essential that you can work as part of a team and be able to deal with competing demands, using initiative and time management skills. The successful candidate must have excellent IT skills. Duties will include usual administrative work – telephone calls, photocopying, producing letters and documents, and the role will also incorporate some graphics work to produce in-house publicity material, i.e. newsletters.

Application forms are available from:

[www.branstonca.lincs.sch.uk](http://www.branstonca.lincs.sch.uk) or email: [enquiries@branstonca.lincs.sch.uk](mailto:enquiries@branstonca.lincs.sch.uk)

Tel: 01522 880400

**Closing Date: Wednesday 7<sup>th</sup> December 2022**

***Branston Community Academy is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment.***

***All posts will be subject to an enhanced DBS disclosure, medical and reference checks.***

***All Pre-employment checks are in line with "Keeping Children Safe in Education"***