

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



SUPPORT HUB ASSISTANT

Contract type: Permanent
Appointment type: Term time plus one week
Salary Scale: SCP 2-4 (£19,130 - £19,770 p.a. Actual Annual Salary
(Pay award pending)
Hours: 37 hours per week

We are looking to appoint an Administration Assistant to support in the Support Hub.

The successful applicant will be a flexible and professional person, a team-player, with good literacy, numeracy and communication skills as well as an ability to use their initiative. Applicants must be computer literate and have achieved qualifications in English and Maths equivalent to GCSE grade 9-4 (A*-C), or demonstrate a willingness to work towards achieving these qualifications.

Experience of working in a school would be beneficial.

The Academy offers:

- Local Government Pension Scheme
- Hot and Cold food available to purchase onsite
- Free on site car parking and secure cycle store
- Cycle to work scheme

Application forms and further details are available by contacting the Academy as follows:

Email: enquiries@branstonca.lincs.sch.uk

Tel: 01522 880400

Closing Date: Monday 4th November 2024

Interviews will be held in the week commencing 11th November 2024.

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, reference and social media checks.

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