



The STAR

MULTI ACADEMY TRUST

CEO: Ian Yapp B.Sc. (Hons)

Administrative Assistant
16 Hours P/W (Term Time Only + Training)
Grade C/D (£7,795 - £8,143)



We are seeking to appoint an Administrative Assistant at Kellington Primary School from September 2023, to provide an effective and efficient support service to the school. The role will be varied and require a flexibility of approach. Good communication and organisational skills are essential for the post.

Working within the busy environment of the school office, the role will include managing the Reception for the school, providing a reception/administrative service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.

We offer an extensive range of opportunities, incentives and benefits to our staff including:

- Contributory pension scheme with the Local Government Pension Scheme (LGPS);
- Access to STAR MAT's employee benefits website with discounts on retailers, holidays, days out, etc.
- Access to our Employee Assistance helpline for free and confidential advice;
- Training and development opportunities.

If you are interested in this role, please complete our online application form <https://bit.ly/STARSupportApp> by 12pm Thursday 15th June 2023 and interviews will take place on Thursday 22nd June 2023. For an opportunity to discuss this role, please contact Mel Lawrence (headteacher@kp.starmat.uk)

[Further details of the post can be found in the application pack and on the school/Trust website here](#)

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you require assistance in applying for this position, please contact us.

TEL: 01937 538538



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<https://web.starmat.uk>