

**ADVERT**

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<b>Post title:</b>	<b>Administration Assistant</b>
<b>School:</b>	<b>Downham Feoffees</b>
<b>Hours:</b>	<b>37 per week, term time only (38 weeks)</b>
<b>Salary:</b>	<b>Scale 2 point 12-14 (£16,123 - £16,781 pro rata)</b>

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We have a vacancy for an Administration Assistant to help run our friendly village primary school.

We are looking for someone who would like to join our friendly team and be a key person in the coordination and running of our school. You will be the first public face of our school, welcoming parents and visitors and managing and supporting key areas of organisation for the school.

If you have excellent interpersonal, organisational and communication skills, and empathy with children and families, then we would love to hear from you.

We can offer you a position in being part of a larger educational trust team which provides wider support and opportunities for your day to day work and career.

The closing date for applications is 9.00 am on Friday 21 July 2017, with interviews being held Tuesday 25 July only. For an application pack, please contact Karen Umpleby, HR & Recruitment Team Leader, [kumpleby@cmatrust.net](mailto:kumpleby@cmatrust.net)

For more information or to arrange a visit to the school, please contact Jane Dooley, Executive Principal on 07738 463171 or [jdooley@cmatrust.net](mailto:jdooley@cmatrust.net)

*Downham Feoffees Primary Academy and CMAT are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.*