



Reprographics & Communications Admin Assistant (Crawshaw Academy)

B1 scale 13-17, Actual Salary £14,042 - £15,133 pa (£16,491 - £17,772 FTE). Occupational pension and wider staff benefits package available

Full Time, 37 hours per week, Permanent Term-Time Only + 5 Training Days

Are you passionate about all things paper and print? Do you have excellent organisation skills, able to work under pressure and have a high level of self-motivation? Then this is a great opportunity for you to join our amazing team at Crawshaw Academy, part of the Red Kite Learning Trust. You will provide reprographics and admin support to the school ensuring that all resources are deployed effectively.

We are looking for an Admin Assistant to work in our reprographics department. This role is to provide a quality reprographics and general stationery service within the school, in accordance with school policies and procedures. You will also provide some reception cover, general admin support and will have shared responsibility for first aid.

You will have outstanding customer service skills, proven organisational and administrative skills, ideally gained within an education setting. The ability to work positively and effectively with young people is essential approached with a solution based and adaptable manner. Strong IT skills including knowledge of office packages is also essential.

We are proud to be part of the Red Kite Learning Trust, offering an extensive variety of opportunities across the Trust.



Benefitting from excellent facilities and an able staff team, "This is a Good school....leaders, teachers and support staff are sharply focused on securing the best possible outcomes for pupils." **Ofsted November 2015**

Crawshaw Academy is very conveniently situated near the Leeds Stanningley Bypass (A6110) making our school easily accessible from all surrounding major road and rail network links.

If we can help in providing any other information you might need in advance of your application please do contact the HR team: recruitment@harrogategrammar.co.uk or Tel: 01423 535641

Candidates are encouraged to complete our online electronic application process. To access our on-line application form via the Red Kite Learning Trust, please visit: www.rklt.co.uk/vacancies/

Closing Date: 12 noon on Monday 26th February 2018

Crawshaw Academy, as part of Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS.

Principal: Mr Adam Daly, Red Kite Learning Trust CEO: Mr Richard Sheriff