



ElmWey Learning Trust is a growing multi-academy trust located in Elmbridge. Our students are well motivated and high achieving. Heathside School is located in Weybridge and is a successful and oversubscribed 11-18 secondary school.

Administration Assistant

35 hours per week (Mon-Fri 8.30am-4:00pm)

39.4wks per year term time + 1 week

(incl 2 week Oct half term)

Salary: Surrey Pay 5 £16,113 (£19,245 FTE)

An exciting opportunity at Heathside has arisen for an Administration Assistant to provide support to our Data, Admissions and Exams team. In addition to possessing excellent organisational, IT, interpersonal and communication skills, candidates should be confident, numerate and possess strong Word and Excel skills.

Candidates must be able to prioritise, remain calm under pressure, show initiative and maintain confidentiality. Candidates must be both flexible and team players, willing to go the extra mile and demonstrate a professional approach in dealing with students, staff, parents and visitors.

Application forms and further details are available from the school or our website: www.heathside.surrey.sch.uk. To apply please send fully completed application forms and letter of application to jobapplications@heathside.surrey.sch.uk. **CVs cannot be accepted.** We reserve the right to appoint before the closing date. Closing date for applications is midday on **Monday 14th January 2019**.

ElmWey Learning Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS disclosure. It is committed to equal opportunities and welcomes applications from all

