



Redhill School
Junction Road
Stourbridge
West Midlands
DY8 1JX
01384 816355
www.redhill.dudley.sch.uk

Grade 5 Administrative Assistant

**Permanent Term Time Only -37 hours per week
(39 weeks)
(Part time may be considered)**

Grade 5 SCP 7-11 £19224.21—£21138.01 (actual full time)

Redhill School is a thriving secondary school situated in Stourbridge, West Midlands. Redhill is a great place to work. We are a school which combines exceptional care and wellbeing with consistently strong examination results. The development of the whole child is very important to us. We are very proud of all our students.

Redhill also offers staff a wonderful caring and supportive environment to work in. Ensuring our staff are looked after is very important to us. We are committed to the positive well being of our staff whilst offering an exceptional CPD programme.

We encourage you to come and visit us to feel the warmth and friendliness in our great school.

We are seeking to appoint an Administrative Assistant, focusing on providing support to the school leadership team, organising data analysis programmes, supporting the Examinations/Data Manager, school timetable and administrative tasks as identified within the job description. To work under the guidance of the Headteachers PA. For more information. Please visit our website.

Redhill Offers:

- Outstanding leadership and teaching
- An opportunity to experience excellence
- A culture of engagement, challenge and support
- Exceptional pupils and staff
- Opportunities for continued professional development

The person Redhill is looking for will:

- Have a 'Commitment to Excellence' in their work
- Be a team player
- Be adaptive in their work

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. Successful candidates for all posts working with children or vulnerable adults will be subject to checks by the Criminal Records Bureau. We are an equal opportunities employer. All candidates are subject to safer recruitment procedures.

Please see the full candidate pack for details on visiting the school and how to apply.

<https://www.redhill.dudley.sch.uk/career-opportunities>

Closing Date: Monday 30th January 2023, 9am

Interview Dates to be advised

Please note only successful candidates will be contacted