



Admin Assistant
Part-time 20 hours per week - 39 weeks (term time)
NJC Grade 1 Scale point 2 (£ 13,050/- Actual pro rated salary)
December 2024 start or earlier

Grey Court is a vibrant, successful, and well-established school situated on an impressive site close to the River Thames and Richmond Park. Rated outstanding in all areas, we continue with our ambitious vision for both staff and students. Come and join us!

About the role

We are looking to appoint an Admin Assistant based at Grey Court School. The Admin Assistant will provide cover and support on an as and where required basis to the Reception, Attendance office, staffroom upkeep and faculty support functions.

About you

The successful applicant should have excellent written and verbal communication skills, be well organised and able to work unsupervised. A good understanding of relevant secretarial skills within a school would be desirable, as would an enthusiastic attitude and a natural ability to use their initiative. Good computing skills especially with Google documents and spreadsheet functions are essential.

It is essential that the candidate demonstrates an ability to work with a range of people at all levels, especially young people.

About us

Grey Court is committed to recruiting the very best teachers and support staff to benefit student experience in the classroom. We are an Ofsted rated outstanding school offering a comprehensive range of GCSEs, A levels and BTEC level 3 diplomas. We serve a diverse community and ensure we bring out the best in each student, be that through following vocational or academic pathways.

Grey Court is part of the Every Child, Every Day multi academy trust which is made up of three local secondary schools. We are based in the London borough of Richmond, with good public transport links and close to the river Thames and Richmond Park.

As a training school we value the continuous development of our staff and offer a full range of professional training opportunities including masters qualifications, the outstanding teacher programme and national leadership programmes. We also have a structured support programme for early career teachers (ECTs).

Grey Court is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The school fully recognises its responsibilities for safeguarding and child protection. All staff are required to undergo pre-employment checks, including an enhanced disclosure and barring service (DBS) check, before starting work at Grey Court.

Closing date: 2nd December 2024 12PM.
Interview date: TBC

For more information about Grey Court School please visit our [website](#). For an informal discussion please contact Miss Tracy Sanders, Office Manager tsanders@greycourt.org.uk. Job applications may only be submitted via the [TES website](#). We do not accept CVs or other unsolicited documents emailed to us.

We reserve the right to close the advert early should an appropriate candidate be identified.

Only shortlisted candidates will be called for an interview.

If you do not hear back from us within a week of the closing date, please assume you have not been shortlisted this time.

The Governing and Trust Bodies are committed to safeguarding and promoting the welfare of all our children and expect all staff to share this commitment. We fully recognise our responsibilities for safeguarding and child protection.

Any offer of employment will be subject to receipt of satisfactory pre-employment checks, including an enhanced disclosure and barring service (DBS) check, overseas criminal record checks where relevant, online background checks (including social media) and receipt of satisfactory references.

It is an offence to apply to work with children if you are barred from engaging in regulated activity relevant to children.

The schools within the Trust are committed to all aspects of personal development, are inclusive and seek to ensure every student achieves to the best of their ability.