

**Job Vacancy**

**St Meriadoc Juniors**

The Directors of The Rainbow Multi Academy Trust are looking to appoint a professional and friendly administrative assistant is devoted to helping children and their families in all aspects of school life.

As the first point of contact, the successful candidate will be fully committed to providing a warm and friendly atmosphere for all visitors and have the ability to confidently provide administrative support to all members of the school community. Experience of working within a school office setting is desirable but not essential and the ability to work both as part of a team and individually is a necessity.

St Meriadoc Junior Academy is part of The Rainbow Multi Academy Trust, working in partnership with Penponds School, Troon School and St Meriadoc Nursery and Infant Academy where we believe that together, we are building a brighter future for our children. We are looking for a new member of staff to embrace and support our schools in creating an environment where the children have the opportunity to be the best they can be.

Job Details:

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| Location | St Meriadoc Junior Academy  |
| Post  | Administrative Assistant |
| Grade/salary | E grade £8.21-£9.20 according to experience |
| Hours per week | 36.25- 8.15am -4.00pm daily |
| Contract  | Permanent.  |
| Application closing date | 9.00am on Wednesday 3rd July 2019 |
| Interview date | Monday 8th July 2019 |
| Other information | The contract is term time only including inset days.  |

The Rainbow Multi Academy Trust is committed to the safeguarding of our students and the successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Visits to our school are welcome by appointment. Please contact please contact Mrs Sarah Wilkins by telephone 01209 713436 or email swilkins@rainbowacademy.org.uk For an application pack please contact Mrs Samantha Hassett via email at shassett@rainbowacademy.org.uk