

SCHOOLS ADVERT REQUEST

JOB TITLE:	Administrative Assistant
SCHOOL/LOCATION:	Cleadon Church of England Academy
WHERE DO YOU WANT THIS POST TO BE ADVERTISED?	STMBC Jobs Vacancies
WHEN?	1 st July 2022
CLOSING DATE? (Usually 2 weeks, but please take into account school holidays)	14 th July 2022
SALARY/BAND:	Band 3 pt3 – Pro Rata-Term Time
TEACHER SALARY SCALE: PERMANENT OR FIXED TERM?	Permanent
(If fixed term, for how long? and why?)	
NUMBER OF HOURS PER WEEK:	32.5
IS THE POST TERM TIME ONLY?	Yes
DATE REQUIRED FROM:	1 st September 2022
WHO WILL BE SHORTLISTING AND INTERVIEWING?	Short-listing – Headteacher & Senior Staff
	Interviewing – Headteacher & Senior Staff
(Please note – for safeguarding posts – at least one-person shortlisting/ interviewing must have been on the Safeguarding Training)	
DRAFT ADVERT, JOB DESCRIPTION AND PERSON SPECIFICATION ATTACHED?	Yes
SCHOOL OR RECRUITMENT TEAM TO DEAL WITH APPLICATION REQUESTS/RETURNS?	All Saints Academies' Trust-T/A Cleadon Church of England Academy Senior Management Team Boldon Lane Cleadon SUNDERLAND SR6 7RP
CONTACT NAME:	Mrs Y Malcolm – School Business Manager
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