



**ALL SAINTS'
ACADEMIES TRUST**
BELIEVE • INSPIRE • EXCEL



JOB ADVERT

Salary Details: Administrative Assistant

Job Term: 32.5 hours

Appointment Type: Permanent

Cleadon Church of England Academy are seeking to appoint a suitably qualified **Administrative Assistant** to work in the Academy Office. The successful candidate will work alongside an experienced team of staff.

We can offer you friendly and responsive children, committed and supportive colleagues and good opportunities for professional development. Details of the school can be found on our website www.cleadonchurchofenglandacademy.co.uk.

All Saints' Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children, candidates will be required to undertake a Criminal Record check.

If you would like any further information regarding this role, please do not hesitate to contact Mr G Scott (Headteacher) on (0191) 5367813. Visits to the Academy are welcome, please ring the Academy office to arrange.

Application forms are available from: ymalcolm@cleadonacademy.co.uk

Closing date for application: **Thursday 14th July 2022**

Completed applications should be returned to ymalcolm@cleadonacademy.co.uk

Shortlisting: Friday 15th July 2022 Interviews: W/b 18th July 2022