

VI Form Support Assistant

Sir Christopher Hatton Academy, The Pyghtle, Wellingborough



37 hours per week, 39 weeks per year (term time + 5 days)

NJC Scale Point 16 to 19 (£18,319 to £19,446 FTE) Actual Salary £15,748 to £17,659 per annum

We are looking to recruit a reliable and self-motivated assistant to work alongside the Head of VI Form with various administrative duties. The role will involve monitoring attendance and progress with some intervention work to support the academic progress of our VI form students. Applicants must have the ability (or willingness to train) to administer first aid.

If you have

- the minimum of Level 2 qualifications in English and Maths
- excellent ICT skills
- proven, recent experience of working successfully in an administration role
- the ability to quickly establish positive working relationships with pupils and colleagues

then we would love to hear from you.

We offer you

- very supportive colleagues
- a challenging and varied role
- a whole school commitment to doing the best for our pupils
- continuous Local Government Service if applicable (subject to verification)

You can find out more about this role by

- obtaining a candidate pack and application form from our website: www.hattonacademiestrust.org.uk
- contacting the personnel department on 01933 221417 or email personnel@hattonacademiestrust.org.uk

CLOSING DATE: 9am Friday 4th January 2019

INTERVIEWS: Week commencing 7th January 2019

APPLICATIONS MUST BE MADE ON THE HATTON ACADEMIES TRUST APPLICATION FORM – WE ARE UNABLE TO ACCEPT APPLICATIONS BY CV ONLY

Hatton Academies Trust are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants are required to complete an enhanced Disclosure Bureau Service check and any offer of employment will be subject to satisfactory references.

