

Job Title – Administration Assistant

School – Brine Leas School

Local Authority – Cheshire East

Salary – GBP Grade 4 Scp 5 £17,810 to £18,108 (actual salary)

Job Type – Permanent 32.5 Hours Per Week, 39 weeks per year

Start date – October 2024

Monday to Friday – 8.00am – 3.00pm. Flexibility may be considered over start and end time.

The deadline for applications to be received is 12.00pm (noon) on Monday 30<sup>th</sup> September 2024 with interviews scheduled for the following week. However, the school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. It is therefore advisable to submit applications as early as possible.

The governors, staff and students at Brine Leas School are seeking to appoint an enthusiastic individual who enjoys working within a team. In return, we can offer you a supportive and varied job in a pleasant educational setting.

If you believe that you possess the necessary qualities to meet the requirements of this post and you are aligned with our values, then we welcome your application.

Any queries should be made to Mrs Sharon Houghton  
via [job.applications@brineleas.co.uk](mailto:job.applications@brineleas.co.uk).

Brine Leas School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS Disclosure.

Further information and the online application form can be found on the school's website.