



Administration Assistant

Grade / Salary:	Grade 5, Pay Points 7 – 8 Full-Time Equivalent (£24,407-£24,794) <i>Pro-rata amount stated in main body of advert</i>
Hours Per Week:	37 hours Monday to Thursday 08:00am – 16:00pm Friday 08:00am – 15:30pm
Contract type:	Permanent
Start date:	Monday 28 April 2025 (<i>possibility of being earlier</i>)

Braunstone Community Primary School is a two-form entry school sitting proudly in its community. Our vision is BELONG, CARE, PERSEVERE, SUCCEED. Everything that the children and staff do at our school, has these core values as the golden thread.

The future of this school is extremely exciting and our innovative curriculum encompasses the community in which it serves and will empower our children to be as successful as possible in the wider world.

We are looking to recruit an enthusiastic, inspiring and highly motivated Admin Assistant to join our school office team.

Closing date for applications: Thursday 13 February 2025 9am

Interview date(s): Tuesday 25 or Friday 28 February 2025

We are committed to safeguarding our pupils; therefore, the successful applicant will require an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and references.