



Administration Assistant (Reprographics)

GRADE: GR2

HOURS: 36.5 hours per week. Term Time Only (+ 3 weeks)

SALARY RANGE: £17,007 - £19,446

Required: September 2018

Post: Full Time-Permanent

Employed By: Washwood Heath Multi Academy Trust

Based at: Washwood Heath Academy, Burney Lane, Stechford, Birmingham, B8 2AS.

Washwood Heath Multi Academy Trust is looking to appoint a suitably qualified, hard-working and enthusiastic Administration Assistant to support the work of the Administration and Reprographics teams.

Washwood Heath Academy is an increasingly successful school at the heart of the community. We offer students a wide range of support to enable them to succeed. As part of our commitment to help students achieve the best possible results we are looking for an Administration Assistant with specific responsibility for Reprographics and photocopying to work with the Administration team.

You will work under the direct supervision of the Senior Office Manager to provide effective support to carry out all reprographics requests for faculties and administration support.

Meticulous attention to detail is paramount. You should have excellent IT skills, be well organised, have a professional approach to work and be able to prioritize workloads to meet critical deadlines. Excellent communication skills both oral and written are also an essential part of the role to be able to deal with staff, students, parents and external agencies.

The successful candidate will already have experience of working within a secondary school setting and have experience of Microsoft Office Publisher and should be able to provide evidence that you have the skills, knowledge and understanding to become an Administration Assistant with responsibility for Reprographics at our Academy.

We:

- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to develop further colleagues' teaching skills and leadership potential
- are creative and innovative in our approach to all aspects of school life
- are well resourced and ICT rich
- are committed to continuous improvement
- are part of the WHA Trust that provides numerous professional development opportunities, on-site parking and Perkbox benefits, which include discounted restaurants and free mobile phone insurance.

It is a very exciting time to join our Academy and we are looking for a highly motivated, skilled and creative individual to join a committed team of specialists.

For further details and Application form, please visit the school website: www.washwoodheath.com/vacancies
(NB CV's will not be accepted)

Closing date for applications: 9:00 Monday 18th June 2018

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

Washwood Heath Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DSB check is required for all successful applicants.