



Job Vacancy- Administrative Assistant

The Directors of The Rainbow Multi Academy Trust are looking to appoint a professional and friendly administrative assistant for St Meriadoc Junior Academy who is devoted to helping children and their families in all aspects of school life.

As the first point of contact, the successful candidate will be fully committed to providing a warm and friendly atmosphere for all visitors and have the ability to confidently provide administrative support to all members of the school community. Experience of working within a school office setting is desirable but not essential and the ability to work both as part of a team and individually is a necessity.

St Meriadoc Junior Academy is part of The Rainbow Multi Academy Trust, working in partnership with Penponds School, St Meriadoc Infant Academy and Troon School where we believe that together, we are building a brighter future for our children. We are looking for a new member of staff to embrace and support our schools in creating an environment where the children have the opportunity to be the best they can be.

Job Details:

Location	St Meriadoc Junior Academy
Post	Administrative Assistant
Grade/salary	E-£8.91-£9.67 according to experience
Hours per week	15 hours
Contract	Permanent Variable
Application closing date	9am Monday 14 th June
Interview date	Tuesday 22 nd June
Other information	The role is for 15 hours per week, 9.30-12.30 daily. The contract is term time only. Start date for the position is asap but September will be considered for the right candidate.

The Rainbow Multi Academy Trust is committed to the safeguarding of our students and the successful candidate will be subject to an enhanced Disclosure and Barring Service check.

For more information, please contact Mrs Bethan Anderson by telephone 01209 713436 or email banderson@rainbowacademy.org.uk

For an application pack, please contact Mrs Samantha Hassett via email at shassett@rainbowacademy.org.uk