



The Rutland Learning Trust
Working Together Sustaining Excellence Transforming Learning



Cottesmore Academy

Think, believe, dream, dare...
We are heroes of our own adventure

ADMINISTRATIVE ASSISTANT

16hrs over 4 mornings per week; 08.30am – 12.30pm term time only
NJC scale 3, spinal point 3-4 (£18065 - £18426) pa (£6509 - £6639 pro rata)

Closing Date: Noon on Wednesday 19th June 2019
Interviews: Wednesday 25th June 2019

We are looking for an administrative assistant to join our dedicated, friendly team. The successful applicant will, ideally, have experience of working in an office environment and be a hard-working, reliable and conscientious individual who enjoys working as part of a team.

Visits to the school are welcomed. To arrange a visit or to find out more about this post, please visit our website www.cottesmoreacademy.co.uk or contact Kate Warnes ☎ 01572 812278, email kwarnes@rltschools.com

Our school is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. The successful candidate must undergo a full enhanced DBS Disclosure.