



Malmesbury School Support Staff Advert

Examinations Assistant/Student Office Administration Assistant



Start date: 1 January 2022

Salary: NJC Scale point 9-12 £20,493 - £22,183 pro-rated

School context: Mixed 11-18, comprehensive, number on roll: 1435

Contract type: Full time, 37 hours per week, 42 weeks to include TD Days + 3 weeks per year. Permanent.

Malmesbury School is looking to appoint an Examinations Assistant/Student Office Administration Assistant. The successful candidate will be a well organised, efficient person with good communication and administrative skills. You will need to be proficient in MS office and Excel. Knowledge of Sims is desirable but not essential as training will be given. The ability to work flexibly is important, and you will need to be available for GCSE and A level results days. The successful candidate will be required to maintain confidentiality and liaise with the parents and students.

At Malmesbury School our vision is to be a happy, caring and excellent community. We are proud to be a truly comprehensive school providing an education of the highest quality for all the students within Malmesbury and the surrounding area. In addition to the Athelstan Trust opportunities, support staff at Malmesbury School have a wealth of employee benefits including:

- An excellent induction programme including support for those returning to teaching/new to schools
- A comprehensive CPD programme including specialist training using external providers
- Coaching and mentoring support from senior leaders for those new to leadership roles
- A caring and supportive environment where wellbeing is a key priority - flexible working requests will be considered
- An Athelstan Trust newsletter that shares best practice and latest news
- Continual collaboration and sharing of resources to reduce workload and improve provision for students
- Excellent career progression opportunities
- An extensive enrichment and trip programme
- An on-site counselling service

Malmesbury School is a successful and growing 11-18 school with approximately 1,400 students on roll in the attractive town of Malmesbury, surrounded by stunning Wiltshire countryside with easy access to the M4. We enjoy excellent modern facilities and offer unparalleled support and opportunities to staff who wish to develop their skills and leadership.

The Athelstan Trust is a Multi-Academy Trust formed in 2015 currently consisting of five secondary schools (Malmesbury School, Bradon Forest School, The Dean Academy, Sir William Romney's School and Chipping Sodbury School) in Wiltshire, Gloucestershire and South Gloucestershire. All our schools share a deep commitment to delivering an excellent comprehensive education to all the students in the Trust. The Trust offers further career development opportunities for colleagues to work across more than one school in a supportive environment.

Please complete the trust [application form](#) on our school website and accompany this with a letter (of no more than two A4 sides) outlining your experience to-date and the particular strengths, interests and qualities that you could bring to the position. Please read the relevant job description. If you wish to discuss the role further, please contact Jan Hainsworth at jhainsworth@malmesbury.wilts.sch.uk.

The closing date for applications is 9am on Monday 22 November 2021 with interviews taking place on Wednesday 24 November 2021 in the morning.

The Athelstan Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this obligation. The successful candidate will be required to undertake an enhanced disclosure by the DBS. Please visit the school website for further information at www.malmesbury.wilts.sch.uk.

The school welcome booklet is here: <https://malmesbury.wilts.sch.uk/wp-content/uploads/2021/09/Welcome-booklet-21-.pdf>

Address: The Athelstan Trust t/a Malmesbury School, Corn Gastons Road, Malmesbury, SN16 0DF
Telephone: 01666 829700
Email: admin@malmesbury.wilts.sch.uk
Website: www.malmesbury.wilts.sch.uk

HAPPY CARING EXCELLENT



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