

Wellington School
Wellington Road, Timperley
Altrincham, Cheshire
WA15 7RH
E-Mail: admin@wellington.trafford.sch.uk
Tel: 0161-928-4157
www.wellington-school.co.uk
11 – 18 School

Teacher Support Assistant

Term Time plus 5 weeks during School holiday periods
36.25 hours per week, 8.30am – 4.30pm
Point 12, (£16,123 pro rata per annum). Actual salary £14,883

We are looking to appoint a Teacher Support Assistant to support the Middle Management teams within the School. The major focus of the role is to provide practical and administrative support for all Heads of Department and Year Teams including preparing boards for displays and notices in classrooms, offices and corridors around the School. The successful candidate will possess a real can-do attitude, be used to working in a busy environment and be able to demonstrate excellent general administrative skills including high standards of presentation of work. They will also be an enthusiastic, versatile team member willing to respond to the challenging and varied needs of this post. There will also be a requirement to provide holiday cover in the School Office.

Closing date for all applications is noon, Monday 7th August 2017

**For further details and application packs, please see the School Website
or contact the School.**

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.