

Wellington School 11 – 18 School  
with Academy Status



## Inclusion Team Administration Assistant

**Term Time plus 10 Days**  
**36.25 hours per week, 8.00am – 4.00pm**  
**Point 12 – 17 £26,421 to £28,770**  
**(Actual Salary £22,864 to £24,897)**

Wellington School wish to appoint an Inclusion Team Administration Assistant as soon as possible. The role is varied consisting of supporting the Inclusion team with all administrative tasks, liaising with the whole school community and parents.

The successful applicant will have excellent interpersonal and organisation skills, a positive attitude, plenty of enthusiasm and be able to work under pressure and use their own initiative. A good working knowledge of Microsoft Office and a good telephone manner are essential.

Wellington School is actively committed to Equality, Diversity and Inclusion.

For further details and an application pack, please see the School Website

[www.wellington-school.co.uk](http://www.wellington-school.co.uk)

Wellington School, Wellington Road, Timperley, Altrincham, Cheshire, WA15 7RH

Tel: 0161 928 4157

Email: [recruitment@wellington.trafford.sch.uk](mailto:recruitment@wellington.trafford.sch.uk)

Closing date: Friday 8<sup>th</sup> December 2023

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 Disclosure & Barring Service (DBS).