

Wellington School 11 – 18 School
with Academy Status



Temporary Student Support Officer
(Maternity Cover from June 2024 for 1 year)
Term Time plus 10 days

**36.25 hours per week, 8.00am until 4.00 pm daily, Monday to Friday
Term Time plus 10 days**

Point 4 - 6 (£23,114 - £23,893 pro rata per annum) Actual salary £20,002 - £20,676

We are seeking to appoint a welcoming, personable and enthusiastic person to join a friendly and supportive team to cover maternity leave from June 2024. You will be the 'face' of Pupil Reception and must be organised, able to multi-task, work flexibly and have a 'can do' approach to work. You will also undertake a variety of administrative duties. Applicants should have excellent communication and ICT skills. Previous experience within a school or college environment is desirable but not essential.

For further details and an application pack, please see the School Website
www.wellington-school.co.uk

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

Tel: 0161 928 4157

Email: recruitment@wellington.trafford.sch.uk

Closing date: noon, Wednesday 1st May 2024

Wellington 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, online searches and a satisfactory Enhanced Criminal Record with Barred List check through the Disclosure & Barring Service (DBS).