



Required as soon as possible

TEAM Multi Academy Trust – Central Staff

Post: Central Team Assistant

Hours per week: 27.5

Working weeks: 38 weeks

Starting Salary: £10.60 per hour (Scale D)

Status: permanent

Closing date: 20th May 2022

Interview date: TBC

TEAM Multi Academy Trust is seeking an Assistant to work within their expanding central team, which currently looks after six primary schools across North Devon. This is an exciting time to be joining a forward looking, ethically inspired Trust, whose core function is to deliver good education and support to our pupils within our various communities. The post holder will be an integral part of this journey and a valued member of the central team, able to reach out to all members of staff within our schools.

The post will initially be based in Pilton Bluecoat School, Barnstaple but will shortly be moved to a new central office within the local Barnstaple area.

The appointed person will be managed by the Trust Bursar and will be responsible for routine admin, HR and payroll tasks across the Trust. Previous knowledge of iTrent, within an educational setting, and HR processes are desirable but not essential, as training will be provided.

TEAM Multi-Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. A DBS check will be undertaken and references taken up before interview. An application form should be fully completed; we do not accept cv's.

Full details and application form can be found on our website

www.teamacademytrust.com

For further information, please contact Briony Parsons bparsons@team-mat.org.uk

Application should be hand delivered, posted or emailed to Briony Parsons vacancies@team-mat.org.uk



Registered Office: Pilton Bluecoat Academy, Abbey Road, Barnstaple, EX31 1JU T: 01271 345952

Mr Ian Thomas – Executive Headteacher

COMPANY REGISTRATION NUMBER 8110847