



## **Apprentice Administration Assistant**

***Scale Point – 60% of SCP 9 £16,755 pa (pro rata)***  
***37 hours per week, term time only + training days***  
***Required for: March 2019 – June 2020 (16 Months)***  
***Fixed term contract***

An Apprentice Administration Assistant is required to form part of a busy school team.

The successful candidate will undertake a wide range of admin duties and is committed to working towards a Level 2 Apprenticeship in Business Administration.

The Market Weighton School is a rewarding place to work and is committed to investing in the training and development of its staff to ensure a highly skilled workforce.

*TMWS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, 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 and Barring Service (DBS).*

For further details, please see the school website [www.tmws.co.uk](http://www.tmws.co.uk), call Sarah Florence on 01430 876025 or e-mail [sflorence@tmws.co.uk](mailto:sflorence@tmws.co.uk). Candidates are welcome to visit the school prior to formal application.

Closing date: 31 January 2019

Interviews: 7 February 2019