



# VACANCY

Administration Assistant - Grade C (11-13)  
37 hours per week, term time only plus 1 week  
Salary £17,007 (pro rata)

Applications are invited for the above position within Inspire Multi Academy Trust. The post holder will work across the Trust to provide cover/support in administration as required.

Please obtain an application form and further information from the school office.

Along with your application form, please enclose a personal statement.

Completed application forms and personal statements should be sent to Mrs G Donnelly, School Business Manager email: [gillian.donnelly@inspiremultiacademytrust.co.uk](mailto:gillian.donnelly@inspiremultiacademytrust.co.uk)

**Closing date:** Friday 20<sup>th</sup> July 2018 12pm  
**Shortlisting:** Friday 20<sup>th</sup> July 2018  
**Interviews :** Tuesday 24<sup>th</sup> July 2018

Inspire Multi Academy Trust safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.