**

AAAE5250 General Office Assistant

*NJC Grade 3: FTE £18.887 - £19,264 (this is subject to pro rata*

*Permanent/Term time only (39 weeks per year) 37 hours per week*

**CLOSING DATE: Wednesday 6th July 2022** at **12 NOON**

The Governors of Ruskin Community High School are seeking to appoint a highly motivated Office Assistant to join the Main School Office Team at Ruskin.

We are looking to appoint a candidate to provide an administrative, reception, word and data processing and reprographic service to support the smooth running of the administration of the school.

Please see the Job Description for further information.

For an application pack and further details of this position visit the School Website at [www.ruskinhighschool.co.uk](http://www.ruskinhighschool.co.uk) or email [recruitment@ruskin.cheshire.sch.uk](mailto:recruitment@ruskin.cheshire.sch.uk)

Application forms must be returned for the attention of Miss H Goodwin, School Business Manager. It is acceptable to send applications via email to [recruitment@ruskin.cheshire.sch.uk](mailto:recruitment@ruskin.cheshire.sch.uk) or by post to Ruskin Community High School, Ruskin Road, Crewe, CW2 7JT.

***Please note – CVs will not be accepted.***

Ruskin Community High School is an equal opportunities employer. Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS checks and references.

Telephone enquiries about the post will be welcomed if applicants require any further information at any time on 01270 560514.

We will always acknowledge receipt of applications but It will not be possible to inform candidates if they have not been shortlisted.

*Please be advised that this post will be advertised on CEC Website, Ruskin Website and internally.*