



## Administrative Assistant and First Aider Required as soon as possible

We require an experienced individual ideally with a minimum qualification in 'First Aid at Work' to join our busy team. For the right candidate we can arrange the relevant 'First Aid at Work' training and qualification.

The successful applicant will also support the work of the main office including reception and other administrative areas and will also be part of the school's First Aid team providing a service to students, staff, and visitors for both regular and emergency situations.

The successful candidate will ideally have broad experience of MS Office packages, along with reception / clerical / office experience.

### Working Hours:

This appointment is for 25 hours per week, Term Time plus 1 week.  
11.30 am – 4.30 pm (Monday – Friday)

### Salary:

Salary is paid at Grade 4, NJC SCP points 3-5,  
Actual salary is £14,350 - £14,805 per annum (FTE £24,796- £25,583).

### Benefits:

- Employer Pension contribution of 22% meaning we will save together for your retirement.
- Life Assurance
- Occupational Sick pay protecting you and your family.
- Over 250 employee exclusive benefits through our partners Perkbox.
- Employee Assistance Programme available 24/7
- On-site flu vaccinations every Autumn
- Free on-site car parking
- On-site nursery

For more information, please contact [recruitment@jhs.pkat.co.uk](mailto:recruitment@jhs.pkat.co.uk)

***The Governing Body of Jack Hunt Academy is committed to safeguarding and promoting the welfare of children and young people.***

**Closing date: Monday 20<sup>th</sup> April 2026 at 9.00am**

Applications will be reviewed as they are received, and suitable candidates invited for interview. We reserve the right to withdraw this advert should a suitable candidate be appointed.

