

Job Advert – Trainee Curriculum Resources Assistant

Salary range:	Scale 2 and spinal point 3 £27, 097 (Pro rata £21, 014)
Contract:	Fixed Term for 1 Year
Start date:	September 2026
Hours of work:	32.5 hours per week
Weeks per year:	39 weeks
Location:	Alperton, London

Aspire | Commit | Succeed

We are a split-site school, with a short walk of approximately 8 minutes between sites, and on-site parking is available.

The role

We are looking to appoint well organised, proactive, enthusiastic, and committed individuals with strong interpersonal, communication, and ICT skills for the following position within our school.

In return we offer a competitive salary, pension scheme along with great opportunities for continuous professional development. You will have an opportunity to work with other dynamic, energetic, hardworking and forward looking professionals.

The Person

We are looking for a dedicated and enthusiastic individual to join our support staff team—someone who is committed to helping students thrive and who enjoys working as part of a collaborative and supportive environment.

The ideal candidate will have:

- A genuine passion for supporting young people in their learning and development
- A commitment to inclusive, student-focused education
- Strong communication and organisational skills
- A flexible, proactive, and positive attitude
- The ability to work effectively both independently and as part of a team

You will need to liaise with teachers to ensure a smooth running of departments. You will be flexible and have the ability to work independently and as part of a wider admin team. Do you enjoy making a difference to the working environment for others? If so, then this job could be for you.

What We Offer

As part of our commitment to staff wellbeing and development, we offer a comprehensive benefits package, including:

- Extensive CPD and professional growth opportunities
- Employee Assistance Programme
- Cashback Health Benefits
- Cycle to Work Scheme
- Pension Scheme
- Opportunities for progression and leadership

Supplementary Information

- Applicants who have applied for this post in the last 6 months need not apply.
- We are committed to safer recruitment and to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. We welcome applications from all sections of the community.
- The successful candidate(s) will be required to undertake an Enhanced and Barred Disclosure and Barring Service (DBS) check and register the DBS on the Update Service.
- Please note: CVs will not be considered as part of your application.
- Applicants may be contacted for a brief pre-screening call as part of our interview process to assess their suitability for the role.
- Only successful candidates will be notified. If you do not hear from us within 14 days of the closing date, please assume you have not been successful on this occasion.