

ENDEAVOUR LEARNING TRUST

Casual Administrative Assistant Advert



Endeavour Learning Trust is looking to engage casual administrative assistants to provide clerical and administrative support, which may include, but not limited to;

- Data entry
- Typing of letters and documents
- Filing
- Answering phone calls and responding to emails
- Reprographics

Variable, flexible and part time hours are available.

The hourly rate is £9.38.

These roles may be based at any school in the Trust.

This is an exciting role for an applicant with experience of working in an administrative environment.

If you require any further information please do not hesitate to contact the Central HR team on 01772 817904 or at vacancies@endeavourlearning.org

To apply for this vacancy please complete the application form available on our website on the vacancies page <https://endeavourlearning.org/about/vacancies>. Please indicate a preference of which school you would like to work in.

Applications should be submitted by 12noon on Friday, 30th April 2021

Endeavour Learning Trust reserves the right to close the recruitment process earlier than advertised should it received a high volume of applications for this vacancy. Therefore, it is advisable to apply as early as possible if you would like to be considered for this role with Endeavour Learning Trust.

Due to the high volume of applications received by Endeavour Learning Trust we are unable to provide individual feedback on applications.

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so

This post is subject to an enhanced DBS check