



YSGOL RHIWABON

Ruabon
Wrexham
LL14 6BT

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e-mail: mailbox@rhiwabon-high.wrexham.sch.uk
www.ysgolrhiwabon.co.uk

Headteacher: Mrs Melanie Ferron-Evans

Administration Assistant

37 hours per week

(Monday to Thursday, 8.30am – 4.30pm with ½ hour lunch, Friday 8.30am – 4pm)

Term Time Only

£10.79 per hour (NJC Payscale April 2023)

The Governors are seeking to appoint an experienced Administration Assistant to support the operation of the school under the line management of the Office Manager as part of our Administration Team.

The post holder will be required to work within a team as well as independently, using their initiative and prioritising work to meet deadlines. The post holder will provide a range of customer support functions, including responding to visitor enquiries, front of house duties, photocopying resources and other administration tasks.

We are looking for someone who will:

- Be warm, welcoming and promote positive relationships with school stakeholders.
- Have excellent communication skills and be able to demonstrate good interpersonal skills and resilience.
- Demonstrate strong literacy, numeracy and excellent IT skills across a range of software packages and communication platforms

Experience of working in a similar setting and knowledge of school information management systems/SIMS would be beneficial.

The Council is committed to developing its bilingual workforce and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh.

For further details please contact Mrs Emma Williams either by telephone on 01978 814962 or by email to williamse45@hwbcymru.net

**PLEASE RETURN COMPLETED APPLICATION FORMS DIRECTLY BY EMAIL TO
MRS EMMA WILLIAMS**

Wrexham Council welcomes applications from suitably qualified candidates regardless of race, gender, disability, sexuality, religious belief or age.

Closing date: Monday 11th December 2023