

Headteacher: Mr M. Harrison BSc (Hons) PGCE  
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NOR: 762 11-16 years



Co-op Academy  
Swinton

## **Administrative Assistant Apprentice**

Salary: National Living Wage  
Contract: Fixed Term  
Hours: 36  
Start Date: as soon as possible  
Closing Date: Monday 4th February 2019

As our Administrative Assistant you will provide efficient administrative support to the school and excellent customer service to all our customers. Based in our busy school office you will also assist our students, who at times may need support from the school office. This is an exciting opportunity to work in a school environment and gain administrative experience in a busy environment with the opportunity to study and gain a Business Administrative qualification.

The successful candidate will possess good communication, literacy and numeracy skills. A commitment to continuous improvement, enthusiasm, adaptability and resilience. A positive outlook and a willingness to be fully involved in school life. Our core co-operative values define us. Every member of staff in our academy follows our 'Ways of Being';

- Do what matters most
- Show you care
- Be yourself, always
- Succeed together

Benefits include:

- Local Government Pension Scheme
- Discounts on various Co-op branded products
- Co-operative flexible benefits, including cycle to work, phone and broadband
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Co-op Academy Swinton is popular and one of the most improved schools in the country. Sponsored by the Co-operative Group, one of Manchester's largest businesses the culture of the Academy has a strong ethical stance using the Coop values and principles in all that we do. Inspected under the new Ofsted inspection framework, we are delighted to have achieved a good judgement in every category and an overall judgement of good in November 2015. We are well on the way to becoming the outstanding school that our

community deserves. We strive for excellence, in everything we do, to better our students' life chances.

Application forms are available from our academy website  
(please note we cannot accept a CV as a form of application:

*<https://swinton.coopacademies.co.uk/vacancies/>*

Please return via email to Mrs Carol Robinson at Co-op Academy Swinton:

*[crobinson1@swinton.coop](mailto:crobinson1@swinton.coop)*

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels, which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.