

## JOB ADVERT

# HCAT STOCKWELL ACADEMY SCHOOL BUSINESS ASSISTANT

<b>Location:</b>	Dodswell Grove, Hull, HU9 5HY
<b>Contract type:</b>	Permanent
<b>Hours:</b>	35 hours per week & term-time only
<b>Grade:</b>	Grade 2, Points 1 – 3
<b>Salary:</b>	£20,258 – £20,812 (FTE)
<b>Closing date:</b>	Monday 5 <sup>th</sup> December 2022, at 9.00am
<b>Interview date:</b>	w/c 12/12/2022
<b>Required from:</b>	4 <sup>th</sup> January 2023

Hull Collaborative Academy Trust (HCAT) are responsible for 16 schools – one secondary and 15 primary schools across Hull, the East Riding of Yorkshire and North Yorkshire. We are committed to delivering high quality teaching that meets the diverse needs of our pupils.

We are looking to appoint a friendly, customer orientated person with good communication skills with the ability to ensure that all enquiries are handled efficiently, courteously, and appropriately, and to have the ability to work in a calm professional manner under pressure. Career development is encouraged, and there will be an opportunity to study for further qualifications whilst working at the Trust.

The successful candidate should be:

- Enthusiastic, friendly and reliable.
- Hard working.
- Excellent telephone and reception manner
- Organised and have good ICT skills.

We want to hear from you and in return we can offer you:

- A competitive salary.
- A friendly, supportive work environment where you are encouraged to thrive and develop.
- Access to an excellent pension scheme.
- Access to welfare and other support.
- Other benefits like eyecare scheme, cycle to work schemes.

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## Contact details:

If you would like any further information, please contact Mrs Sarah Broadley (Office Manager) at [admin.stockwell@hcat.org.uk](mailto:admin.stockwell@hcat.org.uk)

Visits to the school are encouraged and can be arranged by contacting the school on 01482 782122.

Please apply online at [www.hcat.uk/careers/](http://www.hcat.uk/careers/) or contact Miss Emily Mansfield (HCAT HR & Recruitment Advisor) for an application pack at [Emily.Mansfield@hcat.org.uk](mailto:Emily.Mansfield@hcat.org.uk)

## Safeguarding:

**The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 so is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. This post involves contact with children in a school setting and has safeguarding responsibilities.**

**As part of our safer recruitment procedures, online checks (including social media) may be carried out by the Trust, through the shortlisting process.**