



# Thoresby Primary School

Thoresby Street, Hull, HU5 3RG

Telephone: 01482 342972

Email: [admin.thoresby@hcat.org.uk](mailto:admin.thoresby@hcat.org.uk)

Website: [www.thoresbyprimaryschool.org](http://www.thoresbyprimaryschool.org)

Executive Headteacher: Mrs Melissa Milner



## JOB ADVERT - HCAT THORESBY PRIMARY SCHOOL

# School Business Assistant

Grade 2, SCP 3 (£20,812 FTE)  
Actual starting salary – £17,878  
37 hours per week  
Fixed-Term Contract for 1 year  
Term-time only, plus 5 training days

We are a vibrant, dynamic learning community that thrives on challenge and are determined to make a difference with children at the heart of everything we do.

We seek the very best, staff who inspire, are passionate, have energy and ambition. In return we offer a supportive and welcoming environment where talents are valued and nurtured.

We are seeking to appoint a creative, resourceful, friendly and committed person to join our Admin team, who can demonstrate the following: ·

- The highest expectations of the provision we provide
- Warmth and empathy
- Excellent organisational skills
- Excellent communication skills

Previous school office experience is desirable but not essential. This post includes providing support to the Office Manager, and the office team.

Please contact the HCAT HR & Recruitment Advisor via email at [Emily.Mansfield@hcat.org.uk](mailto:Emily.Mansfield@hcat.org.uk) for an application pack.

**Closing date:** Friday 29<sup>th</sup> September 2023, at 12.00pm (noon)

**Interview date:** w/c 2<sup>nd</sup> October 2023

***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.***



School of  
**CHARACTER**



**Global Schools Award**

