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**Required 1 November 2019**

**Administrative Assistant (Governance)**

**10 hours per week, term time only**

**(will include some evenings)**

**SCP 3 (£4,122 pa).**

The Governing Body seek to appoint an experienced administrator with initiative and drive to join our team of dedicated staff.

**The successful applicants will:**
• Have excellent interpersonal skills and be a good communicator

• Have excellent attention for detail
• Be flexible and adaptable to the varying demands of the role
• Have fast, accurate typing skills
• Be professional, committed and reliable

The post is for one year initially.

The Ashington Learning Partnership is committed to safeguarding the welfare of children and young people and expects the same commitment from its employees. All new staff will be subject to an enhanced DBS clearance, identity checks, qualification checks, and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

Completed applications are to be returned to Nikki.lumley@alptrust.co.uk and Andy Roberts can be contacted on 01670 812360 should you wish to discuss the role further.

**Closing Date: 9am Friday 18 October 2019.**

**Interviews: asap thereafter.**