

Silverdale School is an extremely popular and high-achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school is rated as 'Outstanding' (Ofsted 2014) and has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield Teaching School Alliance. The school sits within a new building with a full complement of facilities.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

Resources Assistant

37 hours per week – 41 weeks per year

Grade 3 SCP 5-6 (£18795 - £19171 pro rata)

Permanent Position

We are currently seeking to appoint an enthusiastic, well organised, and flexible individual to join the support services team as a resources assistant.

This post will have day to day responsibility for our in-house reprographics and resources provision, in addition to providing general administrative, clerical and reception support as and when required.

You will therefore need to have excellent communication and prioritisation skills, be able to adapt easily to shifting demands and have a flexible approach to work situations.

Completed application forms to be sent to Carly Braid in HR at:

recruitment@chorustrust.org

Please note that CVs or Sheffield City Council applications will not be accepted.

Closing date for applications: **Sunday 26 January - 11:59pm**

Interview to be held: Week commencing 3 February

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Silverdale School, Bents Crescent, Sheffield S11 9QH Tel: 0114 236 9991

Email: enquiries@silverdale.sheffield.sch.uk

www.silverdale.sheffield.sch.uk