



**BROOKFIELD
COMMUNITY
SCHOOL**

Brookfield Community School

Chatsworth Road

Chesterfield

Derbyshire

S40 3NS

01246 568115

enquiries@brookfieldcs.org.uk

www.brookfieldcs.org.uk

Headteacher: Mr K Hirst

Executive Headteacher: Mr T Croft

Administrative Assistant

The Redhill Academy Trust Pay Scale, Band 6, Scale point 28 - 32

Actual salary: £18,882- £20,796 per annum

37 hours per week – Permanent, All year round

Required to start as soon as possible

We are seeking to appoint an Administrative Assistant to work within the School Sport Partnership. The successful applicant will have excellent administration, organisation and interpersonal skills and will need to have a flexible approach to the working day. The successful candidate will have an understanding of safeguarding and a passion for sport. Previous experience of working in an educational/sports-based setting is desirable but not essential.

SHAPE Learning Partnership, hosted by Brookfield Community School, is an organisation passionate about changing the lives of young people through sport, physical activity and educational interventions. Our mission is 'to ensure that young people in Chesterfield and North East Derbyshire enjoy their experience of physical education and sport and are supported to fulfil their potential and motivated to choose a healthy active lifestyle'.

To be successful in this role you will have:

- Level 2 qualification in Maths and English or equivalent
- Evidence of appropriate qualifications in a clerical role
- Use of computer based programmes such as Word, Excel, PowerPoint
- Previous experience in an administration role
- Effective organisational skills
- A willingness to continue to learn and develop oneself and others

In return, we are offering:

- Competitive salary
- Cycle to work scheme
- Employee assistance programme
- Local Government pension scheme
- Other generous entitlement, for example annual leave, maternity etc.

Brookfield Community School is part of Redhill Academy Trust. The Academy is also a member of [Redhill College of Leadership and Development](#) and as such there are excellent CPD opportunities.

For further details regarding this post please contact Wendy Fox on the Academy number or to request an application form please contact Human Resources, at hr@redhillacademytrust.org.uk. Alternatively, please visit our website www.redhillacademytrust.org.uk/vacancies

As Redhill Academy Trust is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.

Closing date for applications: Midday on Monday 17th October 2022

Interview date: Week Commencing Monday 17th October 2022

[@RedhillCareers](#)

<https://www.linkedin.com/company/redhill-academy-trust>



**REDHILL
ACADEMY TRUST**
Equality and Achievement