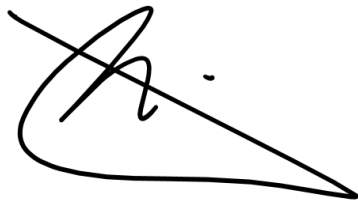


Recruitment Requisition

Please complete this form and send it to Rosie Holland (rosie.holland@parksidecc.org.uk) in HR to begin the recruitment process.

School:	Trumpington CC
Department:	Admin
Role:	Business Support Coordinator (replacing Katrina Amabile)
Line Manager:	Jess Pearce
Preferred start date:	ASAP
Salary:	Band 3 Professional (£28,345 - £35,520) - 52 weeks
Hours:	37.5 (can be flexible TTO plus 2 weeks)
Part time considered:	No
Job Description attached:	here
Opening & Closing dates for advert:	8.3.24-19.3.24
Text for advert:	We are looking to appoint a highly organised and dynamic individual with high levels of administration to play a pivotal role in supporting the Principal. The ideal candidate will possess exceptional communication skills and impeccable attention to details with the ability to work independently whilst managing multiple tasks simultaneously.
Interview Date:	w/b 25.3.24
Interview question:	tbc
Interview task required:	Yes - tbc
Interview task attached:	
Who will be interviewing: Please note that a member of SLT needs to be in attendance.	JPE/JGU/SDO
Interview programme attached:	
Role to also be advertised on TES:	Yes
Role to also be advertised with Agency: Please acknowledge that there will be a fee if appointment is made via Agency.	No
Other advert locations, please state:	Indeed
Requested by:	JPE
Authorised by Principal:	JPE
Date:	040324

Authorised by Finance Manager:	
Date:	06MAR24

