



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Business Services Administrative Assistant

Salary Grade 4, 24 hours per week term time only (39.2 weeks)

£26,847 – £27,274 Full Time Equivalent

Part Time actual paid salary payment £15,122 – £15,363

We are seeking to appoint an Administrative Assistant to provide support for Site Services, Health & Safety and other aspects of Business Services administration. You will have a solutions focused approach and will liaise with colleagues across the school to provide an efficient administrative support service.

The successful candidate will also deliver First Aid provision for students, staff and visitors, keeping accurate records of treatment. First Aid training will be provided as required.

The successful candidate will be part of the Business Services Team and will contribute to developing excellent service provision for both our internal and external customers.

You will have experience of working in an office environment, be able to communicate effectively with staff at all levels, use Microsoft Office based systems, including Outlook, Word and Excel. You will be able to prioritise your workload and to work accurately in an organised manner, with agility to respond to unplanned tasks, using your initiative. We are looking for someone who is dedicated and hard-working and will put the needs of our students and the smooth running of the academy at the heart of what they do.

Cannock Chase High School is an 11-19 state funded comprehensive school with Academy Status and approximately 1,000 students on roll. We have been judged as 'good' by Ofsted in our latest inspection. Our school has a relentless focus on the highest standards of academic achievement, personal development and equality of opportunity. In everything we do, we are dedicated to reaching our school goal: 'Achievement for All'.

Once candidates have been notified that they have been invited for interview, references will then be requested.

### How to apply

Please refer to the following documentation available from the school website [www.cannockchasehigh.com/Jobs-at-CCHS](http://www.cannockchasehigh.com/Jobs-at-CCHS), when completing an application for this post:

- Application Guidance Notes;
- Job Description and Person Specification.

All applications must be made on the School Application Form available from the school website, CVs are not acceptable, and a Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at [headteacher@cannockchasehigh.com](mailto:headteacher@cannockchasehigh.com).

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

**Closing Date: Monday 21 September 2026, 9.00am**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE