



Crofton Academy

Careers Education, Information, Advice and Guidance (CEIAG) Support Assistant

13.75 hours per week

Term Time only

Grade 3 (actual starting salary £4,445)

Fixed Term Contract to 31 August 2016

We are seeking to recruit a Careers Education, Information, Advice and Guidance (CEIAG) Support Assistant to support the CEIAG Coordinator.

The successful candidate will;

- Have good numeracy/literacy skills
- Have good planning and organisational skills
- Have a good understanding of child development and learning
- Have the ability to relate well with children and adults
- Have experience of working or caring for children
- Have up to date knowledge of child protection

This role is subject to enhanced DBS checks in line with the School's Safeguarding Procedures

Application forms & further details can be downloaded from the school website at www.croftonacademy.org.uk

Please send completed applications to louise.stirk@croftonacademy.org.uk

The closing date for application is noon on **MONDAY 18th JANUARY 2016**