

## **Administration Assistant required from September 2019**

Contract: 35 hours per week (TT + 1 week during the summer holiday)

Salary: £19,647 per annum – actual salary for pro rata to 40 weeks

Grade: ME5 point 5

Monday to Friday from 8.30am to 4.30pm, with one hour for lunch

Closing date: 30<sup>th</sup> June 2019

We are seeking to appoint an **Administration Assistant** to join our school. This is a crucial role designed to support the school's busy office, providing support to its pupils, parents and staff. Excellent communication skills, ability to work in a busy team and a high degree of confidentiality are key requirements.

Please contact Barbara Burrige, Operations Manager at the school if you have any questions about this vacancy.