

POSITION VACANT – OFFICE ADMIN ASSISTANT/ MMS

www.holytrinity-cuckfield.w-sussex.sch.uk

Office Admin Assistant

Term time only

OFFICE ROLE – HOURS PER WEEK

MONDAY :8.30AM – 4.00PM

TUESDAY :8.30AM – 3.15PM

- POSITION SUBJECT TO HEALTH CHECK AND REFERENCES
- POSITION SUBJECT TO CRIMINAL RECORDS CHECK (CRB/DBS)
- WORKING IN PARTNERSHIP WITH WEST SUSSEX COUNTY COUNCIL AND THE CHICHESTER DIOCESE

WE ARE LOOKING FOR A PART TIME, ENERGETIC, MOTIVATED AND ENTHUSIASTIC ADMIN ASSISTANT TO JOIN OUR FRIENDLY STAFF TEAM

This is an exciting opportunity to work as part of a busy, friendly team at Holy Trinity CE Primary School. The successful applicant will support the office team dealing with parents, children and staff in a wide variety of tasks, in school.

PLEASE ACCESS APPLICATION FORM AND DETAILS VIA THE SCHOOL OFFICE OR WEBSITE

Applications to be submitted to Mrs. A. MacGregor (Headteacher) by **Tuesday 4th October**

Interview date **Tuesday 11th October**

(interview, office task)

Start date **31st October**

Rate of Pay for office role : Grade 3 or 4 depending on previous office experience: (£18,065 – £19,171 Full Time Gross Salary Equivalent (salary paid will be pro rata number of working hours, term time only)

Training and induction will be provided for the successful candidate.

