POSITION VACANT -OFFICE ADMIN ASSISTANT/ MMS

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

HOLY TRINITY CE (A) PRIMARY SCHOOL

Office Admin Assistant/MMS

Term time only

OFFICE ROLE - 19.5 HOURS PER WEEK

MONDAY: 9.30AM - 12.15PM TUESDAY: 9.30AM - 4.15PM WEDNESDAY: 9.30AM - 4.15PM THURSDAY: 9.30AM - 4.15PM

MMS - 12.15 - 1.15PM (3 HOURS, **MONDAY, TUESDAY & WEDNESDAY)** FIXED TERM - 1 YEAR WITH POTENTIAL TO EXTEND

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 & MIDDAY MEALS SUPERVISOR 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

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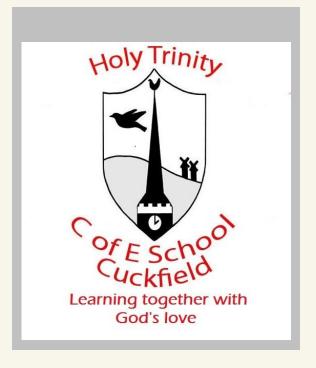
Applications to be submitted to Mrs. A. MacGregor (Headteacher) - via email only at office@htprimary.co.uk by Tuesday 18th June

> Interview date: Friday 21st June (interview, office task)

Start date September 2019 Fixed term 1 year with potential to extend

Rate of Pay for office role: Grade 3 or 4 depending on previous experience: (£18,065 – £19,171 Full Time Gross Salary Equivalent (actual salary paid will be pro rata number of working hours, term time only) Separate MMS - Contract - Grade 2

Training and induction will be provided for the successful candidate.



Holy Trinity CE (A) Primary School, Glebe Road, Cuckfield, RH17 5BQ; Phone: 01444 454295

Email: office@htprimary.co.uk