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| **Text  Description automatically generated with low confidence** |  **BRIGHTON & HOVE SCHOOLS** **Taking Action for Equality** **Admin Assistant**  **Job Reference SU387**  |
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**Admin Assistant required for Dorothy Stringer School – Permanent, Full Time**

**Hours:** Term Time only – 37 hours per week

Monday - Thursday 8.30am – 4.30pm & Friday 8.30am to 4.00pm

(includes a 30 minute unpaid break)

Hours may be negotiable for the right candidate

**Closing Date**: Midday Thursday 19 September 2024\*

**Interview Date**: Week Commencing 23 September 2024

**Salary:** Scale 5 (Points 13 -17) - £26,873- £28,770

 Actual pro rated salary £23,281 - £24,924

**Starting Date:** ASAP

Our school is ‘Good’ (Ofsted 2023), being one of the most popular and successful 11-16 mixed comprehensive schools in the Preston Park area of Brighton, consistently over-subscribed.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. There are tremendous extra-curricular opportunities at Dorothy Stringer through sport, performing arts, the Junior Leadership Team, Art on-going links with our partner schools in Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.

An enthusiastic Admin Assistant is required to support our busy Administration Team. The main purpose of the role is to work flexibly and provide full, appropriate, accurate, reliable administrative and first aid support as required in the absence of other staff members. Primarily within the school office, reception, medical room and other key administration areas. In addition, the post holder will be required to take on other related tasks as required.

For further details see the Person Specification and Job Description (attached).

**HOW TO APPLY**

Application is by application form with a supporting letter. Your application should take account of the Person Specification. In line with our safer recruitment Policy, we cannot accept C.V.s.

See application form and associated paperwork attached. Please return your completed application to Katie Welsh / Alex Mitchell, at recruitment@dorothy-stringer.co.uk If you have a problem replying electronically please contact the school on 01273 852222.

Dorothy Stringer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance ‘Keeping Children Safe in Education’.

Safeguarding Information - [safeguarding – Dorothy Stringer School (dorothy-stringer.co.uk)](https://dorothy-stringer.co.uk/safeguarding-2/)

\*We reserve the right to appoint a suitable candidate before the closing date.