

## STAFF VACANCY

Job Type	Support Staff
Position	Administrative Assistant
Vacancy Type	Permanent
Hours per week	19.5 (08:30-16:00 Mon, Tues, Weds)
Weeks per year	38 (plus Sept training day paid as overtime)

We are looking for an outstanding Admin Assistant to be part of our established office team. The ideal applicant will need to display excellent inter and intra personal skills as they will be “the face of Whitehills”.

Previous office experience is essential alongside a good sense of humour and flexibility. Our ideal candidate will be a team player with a positive, approachable manner.

### **Salary Details**

Grade E, point 4 £25,185 FTE. **The salary quoted is the full time equivalent, part time posts will be paid pro-rata.**

### **Application Details**

Closing Date	Friday midday 28 <sup>th</sup> November 2025
Interview Date	Thursday 4 <sup>th</sup> December 2025
Start Date	Monday 5 <sup>th</sup> January 2026

For an application pack, please email the school office – [bursar@whitehills.northants-ecl.gov.uk](mailto:bursar@whitehills.northants-ecl.gov.uk)

