

Job Title: Central Officer Administrator – Cover and Absence focus
Hours: 37 Hours per week term time only (plus 5 Teacher Training Days)
7.30 a.m. – 3.30 p.m. 4 days and 7.30 a.m. – 3.00 p.m. Wednesdays
Contract: Permanent
Salary: Scale 3 - £16,517 - £16,847 (actual)

Required as soon as possible.

Are you someone who works well under pressure, is a team player and has a sense of humour?

We are looking for someone to provide high quality and effective administrative support to the School Office function and be lead point of contact arranging cover and recording absence within the school. To work closely with the senior leader responsible for cover to ensure all lessons are covered adequately by agency or internal staff.

This post would suit someone who is flexible and organised, has excellent communication, administrative and IT skills.

Closing date for applications: Wednesday 8 December 2021 at 12 noon

Interview date: Tuesday 14 December 2021

Application forms to be sent to Mrs Harris at sha@northbromsgrove.worcs.sch.uk

Further information and an application form are available on the school website.

Website: www.northbromsgrove.worcs.sch.uk

Email: nbhs@northbromsgrove.worcs.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will undertake an Enhanced Disclosure via the DBS, where appropriate.