

Job Title: CENTRAL OFFICE ADMINISTRATOR – REPROGRAPHICS FOCUS

Hours: 37 Hours per week term time only plus 5 Teacher Training Days - Monday to Friday – 8.30 a.m. – 4.30 p.m. (Friday to 4.00 p.m.)

Salary: Scale 3 - £16,517 - £16,848 (actual)

We are looking for someone to provide high quality admin and secretarial support within the general office. Principally to support the Director of Sixth Form but to work in partnership with the Administrator for Lower School to maximise efficiency. Ability to work as part of a team, to be flexible and organised.

Required as soon as possible.

Closing date for applications: Friday 1 October 2021

Interview date: Week beginning 4 October 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

Prospectus: <https://www.northbromsgrove.worcs.sch.uk/Prospectus/>

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.