



General Administrator

Required – May 2021

**Salary Pay Level 4 points 7 - 12
£20,547.13 - £22,589.05 (actual), fringe area
depending upon experience**

**40 hours per week (Mon – Fri 8am-5pm)
Term time plus 4 weeks during school holidays
(inclusive of INSET days) - 42 weeks**

We have a busy and friendly administration team and we would like to strengthen that group with a permanent general administrator who has a responsibility for:

- Being the lead with the administration of Careers, Business and Enterprise work
- Supporting the administrator for attendance
- Assisting in the day to day administration of the school by providing support for teaching staff and students including first aid (training will be provided).

The successful candidate will need to be an experienced administrator with competent computer skills and a confident telephone manner.

Previous experience of secondary school employment and the use of SIMS is desirable but not essential as we will provide all the necessary training to help you to be successful.

Slough and Eton is a great school on the outskirts of Slough, which serves the Chalvey community. We are relentlessly focused on ensuring great teaching, learning and experiences are at the core of what we do. It's an exciting time for us and our students are a pleasure to work with.

If you are interested in finding out more then please read the welcome letter from our Headteacher and feel free to visit the school in advance of applying. We are, of course, committed to safeguarding the welfare of our students and staff and will conduct all necessary DBS checks as part of our recruitment process.

We look forward to hearing from you.

If you would like to contribute to our exciting future please contact our HR Advisor, Beverly Glanville for an application form vacancies@slougheton.com or visit our website at www.slougheton.com in the vacancy section for further details and application pack. **CV's alone will not be accepted as a valid application.**

NO AGENCIES PLEASE

Closing date: Friday 16th April 2021 (at 9am)

Interviews: w/c 19th April 2021

We reserve the right to interview promising candidates prior to this date if applications are received early.