



Cade Street, Old Heathfield, East Sussex TN21 8RJ
Tel: 01435 866066 Fax: 01435 867155

www.heathfieldcc.co.uk
jobs@heathfieldcc.co.uk

Systems Assistant

32 hours per week

Term Time Only with some holiday working
Working pattern can be discussed at interview

Local Single Status Grade 4 point 9-10
£23,114 - £23,500 per annum
(actual salary equates to £17,712 - £18,008)

“Pride, ambition and community”

We are looking to appoint a well organised administrator to assist the MIS (Management Information System) and Data Manager in inputting, maintaining and exporting data in our Management Information System. A good knowledge of Information Systems is useful but not essential as training will be provided.

Please contact Barry Howard, Deputy Headteacher for further details and an informal discussion about the vacancy at bhoward@heathfieldcc.co.uk or 01435 866066.

Please see our website for an information pack and application form. Alternatively please request an application pack from jobs@heathfieldcc.co.uk

Closing date: Please complete and return your completed application form to jobs@heathfieldcc.co.uk by midday on Friday 17 May 2024 at the latest.

Starting: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.