

Siddington CE Primary School

A fantastic opportunity for a
new part-time admin assistant

We are looking for someone who has office experience, good English and Maths grades and will enjoy working in a friendly, small team. We need someone who is well organised, accurate, flexible, an excellent communicator and has good IT skills, and of course a good sense of humour.

9 hours per week - Wednesdays 1 - 3pm (with Mrs Parris) &
Thursdays 8:30 - 3:30pm (on own)
Pay level is Grade D

Please call into the school office or phone
01285 652866 for an application form and details
Submit this with a hand written letter
(no more than 2 sides of A4)

to

Mrs Dougill (executive head teacher)
Applications in by 12noon on Tuesday 2nd February
Interviews Tuesday 9th February
Starting Wednesday 2nd February

We are an equal opportunities employer and are committed to safeguarding children. You will be required to be police checked using the disclosure & barring service.