

We are looking for two administrators; both are term time only and are required immediately to assist in our busy school admin office.

Office Admin Assistant and HR admin support

H4 £13,390

9.00am – 4.30pm (3pm finish on Friday) - 34 hours

Attendance and Pupil Records Administrator

H4 £12,799

8.00am – 3.00pm (Mon – Fri) – 32.5 hours

You will have initiative, be extremely well organised with an eye for detail, a good telephone manner and a sense of humour. Knowledge of Word and Excel is essential as is the ability to work in a confidential environment.

Closing date for both posts: 9.00am Monday 27 March 2017

Interview dates: w/c 27 March 2017

**All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check**

**Beaumont School is committed to the protection and safety of children and young people**