

# **Learning Support Administration Assistant**

38 weeks a year (plus 2 INSET days on a timesheet basis)

15 hours per week

Salary Range 1b ISN6

Actual salary £7.90 per hour (FTE £15,235)

Starting September 2018

- Staff benefits including eligibility to join the Local Government Pension Scheme.
- We are looking for an organised, efficient person with good communication skills to join our friendly Learning Support Department.
- If you enjoy working with young people, and want to make a difference, this could be the role for you.

Closing date: 9am Monday, 2 July 2018

Interview date: tbc

Please email completed application forms (form attached) to [office@johncolet.co.uk](mailto:office@johncolet.co.uk)

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS and Qualifications check.