



Committed to Excellence

**Senior Administration Assistant**

Permanent post starting as soon as possible.

Range3 ISN16

40 weeks a year (term time plus two additional weeks) plus up to 2 INSET days on a time sheet, 37 hours per week.

FTE. £27,310 p.a. Actual Salary £23,987 p.a.

We are looking for a self-starting individual to provide administrative support within our busy school environment. The successful applicant will be able to prioritise their workload to support key areas of the school.

Patience and adaptability are essential, together with a sense of humour and good organisational skills. Training will be given. Candidates must have a minimum of Mathematics and English GCSE level at grade C (or equivalent) or above.

Please see the school website for job description, person specification and application forms. Completed support staff application forms can be returned to the school office at [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, KCSiE checks and Qualifications check.

**Closing date: Monday 23<sup>th</sup> September 2024 at 9am.**

**Interview date: t.b.c.**