

Sheering Church of England Primary School

The Street, Sheering, Bishop's Stortford, Herts. CM22 7LU

Headteacher: Mrs L Brittain BA (Ed)

Telephone: 01279 734210

Email: admin@sheering.essex.sch.uk

Website: www.sheeringschool.org.uk



Administrative Assistant

Scale 3 - Point 4-5 (£11508 -£11709) actual Salary

Required: ASAP

Term time only (38 weeks)

Monday to Friday (23 hours)

Sheering Church of England Primary School is a friendly, inclusive and welcoming school with a strong Christian ethos. We value our school community very much and at our school, **Everyone Matters**.

We are looking forward to appointing an Administrative Assistant to work in our school office. The successful candidate will be the first point of contact for parents/guardians and visitors to our school and it is therefore essential that they;

- Demonstrate a professional attitude and always understand the need for confidentiality
- Are personable
- Can use their own initiative and are highly organised
- Can support the ethos of the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Visits to the school are recommended.

For further details and an Application Form go to: www.sheering.essex.sch.uk

Closing Date: 13th July 2023

Interview Date: 18th/19th July 2023