



Holmes Chapel Comprehensive School & Sixth Form College

ADMIN SUPPORT OFFICER
Grade 5 (SCP6-11)
15 hours per week, Monday to Friday
07.30 - 10.30am
Term Time Only, 38 weeks
Actual Salary £8,143 for 15 hours
September 2024 Start

We are looking to recruit an experienced, enthusiastic school administrator. As a member of the wider Administration team, the role will provide efficient and effective administrative and clerical support to the school, with a primary focus on the coordination of staff cover.

The successful candidate will need to have experience of working in a busy office environment and reception, with the ability to effectively communicate with students, parents and staff. You must have proven IT skills and experience of using Microsoft packages is essential. Full time and part time applications will be considered.

It is desirable that applicants hold a first aid qualification or be willing to undertake the necessary training.

If you wish to discuss this post further, please telephone Helen Mayes, HR Officer, on 01477 410500.

For further details and application form, please visit our website: hccs1978.co.uk/vacancies

Applications will only be accepted on the school's Support Staff application form. Completed applications should be submitted to: helen.mayes@hccs.info

Holmes Chapel Comprehensive School and Sixth Form College trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles involve contact with children and are thus engaged in regulated activity relevant to children. Shortlisted candidates will be subject to references and online searches. Employment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Closing date: 12pm, Wednesday 3rd July 2024

Executive Headteacher: Nigel Bielby
Tel: 01477 410500
Website: www.hccs1978.co.uk
NOR 1311 (including 147 in the Sixth Form)