



Holmes Chapel Comprehensive School & Sixth Form College

ADMIN SUPPORT OFFICER

Grade 4 (SCP4-6)

Up to 37 hours per week, Monday to Friday

Term Time Only, 39 weeks

Actual Salary £19,943 for 37 hours

September 2024 Start

We are looking to recruit an experienced, enthusiastic administrator to provide office administration and faculty support within the school.

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 Pauline Challinor, Heads PA and Clerk to the Governors 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, Thursday 27th June 2024**

Interviews will be held: **w/c 1st July 2024**

Executive Headteacher: Nigel Bielby

Tel: 01477 410500

Website: www.hccs1978.co.uk

NOR 1311 (including 147 in the Sixth Form)