



**HOLMES CHAPEL COMPREHENSIVE SCHOOL
& SIXTH FORM COLLEGE**
**An Outstanding School with a National Reputation for
Excellence**

National Teaching School
designated by



**National College for
Teaching & Leadership**

**Temporary Education Support Officer - Grade 4
Student Services**

**17.75 Hours per week (2 ½ days each week) – 39 weeks per year
(Actual salary £7,163)**

We are looking to recruit an experienced, enthusiastic administrator to support our Student Services.

The successful candidate will need to have experience of working in a busy office environment 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.

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, Sarah Bradney, HR Manager on 01477 410500.

Holmes Chapel Comprehensive School & Sixth Form College is an equal opportunities employer and the Academy is strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to provide satisfactory references and undertake an Enhanced Check with the Disclosure and Barring Service.

Closing date: 4.30pm, Thursday 15th April 2021

N.B. Applications will only be accepted on the school's application form.

Executive Headteacher: Nigel Bielby

Tel: 01477- 410500

Web Site: <https://www.hccs1978.co.uk>

NOR 1303 (including 203 in the Sixth Form)