



## Administration Assistant – Barnsole Primary School

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| <b>Position:</b>        | <b>Administration Assistant</b>  |
| <b>Contract type:</b>   | <b>Permanent</b>   |
| <b>Contract hours:</b>  | <b>15 hours a week (Mon to Fri/8am to 11am) term time only</b>         |
| <b>Salary:</b>          | <b>D2 Pt 4 -11 (£18,426 - £ 21,166) pro rata</b>                       |
| <b>Closing date:</b>    | <b>Friday 23<sup>rd</sup> August 2019 at 9:00am</b>                    |
| <b>Interviews date:</b> | <b>To be advised</b>   |
| <b>Required from:</b>   | <b>September 2019</b>  |
| <b>Location:</b>        | <b>Barnsole Primary School, Barnsole Road, Gillingham Kent ME7 2JG</b> |

We are seeking to appoint an experienced Administration Assistant to join our friendly team to support and enhance our existing team. Working hours are 8am to 11am, Monday to Friday.

Candidates should be calm, organised and self-motivated with excellent interpersonal and IT skills.

You will be working in a busy environment and should be flexible and enjoy working as part of a team with a 'can-do' approach. You will contribute to delivering a high quality and efficient support service to the school.

### Further Information

Application forms are available from our website. On completion of your application, please email to [hr@barnsoleprimarytrust.org](mailto:hr@barnsoleprimarytrust.org). Early applications are encouraged and we reserve the right to close the vacancy earlier if a suitable candidate is found. For further details about our School/Trust please visit:

<http://www.barnsoleprimary.medway.sch.uk/>

<http://www.barnsoleprimarytrust.org/>

***Barnsole Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.***