

Resource Assistant

Post required as soon as possible

37 hours per week Term Time Only plus 5 INSET days:
Monday - Thursday 08.00am – 4.30pm, Friday 08.00am – 4.00pm
Including 1 hour unpaid lunchbreak

Salary: Grade 4 £19,650 pro rata approximately £16,702

Closing date: Friday 2 September 2022 @ 9am

Interview date: Tuesday 6 September 2022

We are seeking to appoint a person who is passionate about providing strong administrative support to the school and is a team player.

We are looking for an individual who:

- To provide excellent Front of House service
- To provide administrative support for the various departments across the school
- To provide additional administrative support to key organisational areas
- To present a professional image in terms of dress code and attitude
- To promote the ethos and good reputation of the school, ensuring effective communication both internally and externally.

What we expect from you is:

- Good communication skills.
- Willing to become first aid trained and would consider driving the school mini bus, after relevant training.
- Effective use of ICT to support organisation and communication.
- Flexibility and ability to respond to changes in plans rapidly.
- A strong team player.
- A minimum of 5 GCSE passes A* to C, including English and Mathematics.

Training will be given to the successful candidate.

THE ANGMERING SCHOOL, STATION ROAD, ANGMERING, WEST SUSSEX, BN16 4HH
Tel. 01903 772351 Fax 01903 850752

e-mail recruitment@theangmeringschool.co.uk

website www.angmeringschool.co.uk

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a Disclosure & Barring Service. **Only completion of all appropriate forms will be considered for short listing. In light of potentially high volume of applicants, you will only be contacted if successfully invited to interview.**