



PERSONNEL ADMINISTRATOR
Grade E, Point 4 - 5 (£10,375 - £10,582 Actual)
25 hours per week / 38 weeks per year

We are looking to appoint a highly effective and efficient Administrator to support the Business Manager in relation to the administration of personnel related matters. This role requires the post-holder to be skilled in administration tasks and whilst prior knowledge of personnel matters would be an advantage, it is not an essential requirement.

The successful applicant will find a purposeful and supportive learning environment, with a team of staff committed to raising student achievement.

This is a permanent post. The hours of work are 25 per week, Monday to Friday, term time only - start time negotiable.

For an application form and further details please visit the vacancies page on our website www.latimer.org.uk. Alternatively, please contact Ms Ridley, Principal's PA, on 01536 720310 or email vacancies@latimer.org.uk.

Please note we do not accept CVs as part of our application process.

We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. This post will be subject to an enhanced DBS disclosure.

Closing date for applications: Wednesday 26th February 2020