



## **ADMINISTRATIVE ASSISTANT**

**Grade E, Point 4-5 (£14,496 to £14,786 Actual)**

**32.5 hours per week / 39 weeks per year**

*Would you like to be part of a school where the strengths and talents of students and staff are extremely valued (Ofsted February 2018)?*

*Would you like to work in a school where the culture of being happy and safe means pupils can, and do, enjoy being at school (Ofsted February 2018)?*

*Are you passionate about improving outcomes for young people?*

If so, you will not want to miss out on the opportunity of becoming an Administrative Assistant at our high-performing school! This will be an exciting, interesting and varied role that will make a significant contribution to the personal development of our students

We are looking to appoint a highly effective and efficient administrative assistant to support our House Team, an applicant who has proficient IT skills, particularly in the use of Word and Excel.

They will find the College a purposeful and supportive learning environment, with a strong team of staff who are highly committed to raising student achievement.

This is a permanent post. The hours of duty are 8.15 am–3.15 pm Monday to Friday (including an unpaid 30-minute break), term time only.

For an application form and further details please visit the [vacancies](https://www.latimer.org.uk/vacancies) page on our website [www.latimer.org.uk](https://www.latimer.org.uk). Alternatively, please email [vacancies@latimer.org.uk](mailto: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.*

*The Latimer Arts College values the diversity of our workforce and welcomes applications from all sectors of the community.*

**Closing date for applications: 9.00 am on Monday 11 July 2022**