

KINGS LANGLEY SCHOOL

LOVE LANE
KINGS LANGLEY
HERTS WD4 9HN
Tel: 01923 264504
Email: admin@kls.herts.sch.uk

Administrator

Grade H3-H4 (Dependent upon experience) – Actual salary range £15,032- £17,404
37 Hours per week/41 Weeks per annum

Do you want to work in a successful and happy school with supportive colleagues, high quality professional development and excellent facilities?

We are looking to appoint an experienced administrator to work with the team in our main administration office within the school.

Excellent general and financial administration skills, IT and communication skills are essential as well as an approachable and flexible manner.

Closing Date: Friday 20th April 2018