

The Bishop Wand Church of England School

Terms Summary

Job Title	Administration Assistant
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Contract Details

Contract Commencement Date	1st September 2019
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Contract Type	Permanent <i>(subject to 6 month probation for applicants new to service)</i>
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Hours	36 hours per week
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Work Pattern	Monday to Thursday: 8.00am to 3.45pm Friday: 8.00am to 3.30pm <i>(30 minutes lunch per day)</i>
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Weeks per year	39 (Term time plus 5 INSET days)
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Annual Leave	School Holidays only
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Salary Details

Service Conditions	Surrey Pay
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Salary Grade	SP3, Point 1
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Annual Salary (Full Time Equivalent)	£17,316.00
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Pro-rata Salary	£14,761.00
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The Terms and Conditions as noted above apply to the July 2019 recruitment campaign