

**ADMINISTRATIVE ASSISTANT**

**XS 8.6 GRADE 3 (£16,626 - £17,173 pro rata £8.62 - £8.90 hourly rate)**

**8.30am – 4.00pm term time only, immediate start,**

The Purbeck School is looking for an administrative assistant to work within the most successful sixth form in the county.

Candidates will need to be flexible and provide administrative support where required.

Excellent communication skills are essential with an ability to converse with both students and visitors to the school as the post will include manning reception.

The Purbeck School values the diversity of our workforce and welcomes applications from all members of the community. We are committed to safeguarding and promoting the welfare of children and young people and this is a commitment we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Government safer recruitment guidelines.

Further details and application forms are available via the school website

Website: [www.purbeck.dorset.sch.uk](http://www.purbeck.dorset.sch.uk)

Email: [spenney@purbeck.dorset.sch.uk](mailto:spenney@purbeck.dorset.sch.uk) Telephone: 01929 550077

Closing Date: Thursday 20th September, 2018