



BOHUNT SCHOOL WORTHING

11-16 Academy
(Opening with Y7 and Y8 in Sept 2015)

Tel: 07517 797968

Website: www.bohuntworthing.com

Office Administrator (x2)

Excellent Package - salary range £14,699 to 15,744pa
(Pro-rata range £12,567 to £13,461)

37 hours per week, term time only

We are seeking to appoint two well organised, skilled and professional people to work within our busy office team and be a point of contact for parents, students and all school visitors. If you are passionate about young people, enjoy variety in your role and thrive on working in a busy environment this is a great opportunity for you. The successful candidate should have excellent secretarial and communication skills, relevant IT skills and possess Maths and English GCSE Grade C or above (or equivalent).

The exact responsibilities of the two posts and starting salary will depend on the experience of the applicants. In addition to the roles outlined in the job description, experience in some of the following areas is desirable (although not essential as training can be provided); school finance (FMS), SIMs personnel, attendance and/or assessment manager modules and first aid.

Are you able to:

- Work flexibly and on your own initiative?
- Communicate effectively with a friendly and helpful disposition?
- Work calmly under pressure?

Responsibilities:

- To assist in the organisation and administrative duties to ensure the smooth day to day running of the school
- To create a positive atmosphere and professional impression that reflects our core values and ethos

Benefits:

- Working in a small highly motivated team of colleagues
- The opportunity to gain further administrative experience and career progression as the school is built, the intake grows and our infrastructure expands

The post is based at Bohunt School Worthing which will open at a temporary site on Queen Street car park (BN14 7BJ) in August 2015, before moving to a purpose built new school in May 2016 (BN12 8HJ).

For further details please contact the Headteacher's PA Lisa Day, recruitment@bohuntworthing.com or see our website: www.bohuntworthing.com.

TO APPLY:

Please read the job description, letter to applicants, School information and complete the BSW support staff application and equality monitoring forms.

Closing date: Thursday 11th June

Interview date: TBC

Start date: 3rd Sept 2015, with the potential for a couple of training days beforehand.

Bohunt School Worthing is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.