The school seeks to appoint the following member of staff:

**Admin Assistant with Graphic Design**

**Mon-Thursday 8.30 am to 4.30 pm 28 hours a week**

**Term time plus 2 weeks** (during the School summer holiday)

**Starting date: ASAP**

**NJC point 10 - 12 (FTE £24,258 - £25,137)**

**Actual Salary £16,501 - £17,106**

**This position offers the advantage of school holidays**

It is essential for the candidate to have:

* excellent typing and computer skills
* excellent proof reading and re-drafting letter skills
* excellent administration and IT skills
* excellent Numeracy and Literacy Skills
* excellent organisational and communication skills
* excellent telephone manner

Application forms are available on our website [www.hasmoneanmat.org.uk](http://www.hasmoneanmat.org.uk)

Letters of application should be addressed to Mrs L Oskis c/o Ms J Grant [j.grant@hasmonean.co.uk](mailto:j.grant@hasmonean.co.uk)

**The letter should detail how your experience to date has prepared you for this post. Please refer to the job description and person specification. The letter should be no longer than one side of A4 and written in Calibre Font 11**

**Please note that in line with our safer recruitment practices we can only consider fully completed application forms and not CVs.**

**Closing date for applications: Monday 22nd November**

**We reserve the right to close these vacancies early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application**

The appointment is subject to an enhanced DBS clearance.

The school is committed to safeguarding and promoting the welfare of children and young people.