The school seeks to appoint the following member of staff:

**SIXTH FORM ADMINISTRATOR WITH PASTORAL SUPPORT ACROSS THE BOYS’ SCHOOL**

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

**Term Time plus 2 weeks during the summer**

**Required ASAP**

The Successful candidate will:

* have presence
* be a good communicator
* have excellent attention to detail
* excellent typing and computer skills
* excellent administration and IT skills
* excellent organisational and communication skills
* excellent telephone manner

**Letters of application should be addressed to Mrs D Lebrett. The letter should detail how your experience to date has prepared you for this post and what you would plan to achieve during the fixed term, and what skills and experience you have which would enable you to fulfil the role. The letter should be no longer than one side of A4 and written in Calibre Font 11.**

**Closing date for applications: - 26th November 2021**

**PLEASE SEND LETTERS OF APPLICATION ELECTRONICALLY to:** **j.grant@hasmonean.co.uk**