



Attendance and Student Records Administrator  
8.00am–3.00pm or 8.30am – 3.30pm Mon – Fri  
H4 £12,963, 32 hours per week

A term time only administrator is required immediately to assist in our busy school admin office.

You will have initiative, be extremely well organised with an eye for detail, a good telephone manner and a sense of humour. Knowledge of Word and Excel is essential as is the ability to work in a confidential environment.

Closing date: Noon Monday 13 November 2017  
Interviews: week commencing 13 November 2017

**All post holders are subject to a satisfactory enhanced Disclosure and Barring Service check. Beaumont School is committed to the protection and safety of children and young people**