



Attendance and Student Records Administrator

8.00am–3.00pm (2.30pm Friday) if required can be negotiated, term time only  
32 hours per week, H4 £13,410

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.

**Early applications are encouraged as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

Closing date: Friday 22 June 2018

**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.**