



Sixth Form Centre Support
Required immediately
13 hours per week, term time only
8.30am – 3.30pm 2 days per week, exact days to be agreed
H3 £5,635

We are looking for an enthusiastic and self-motivated administrator to provide student and administrative support to the Sixth Form. The role will include monitoring attendance and updating daily registers and providing support to the Sixth Form Administrator.

If you have excellent organisational and communication skills together with an ability to prioritise workload and work to deadlines, we would like to hear from you. You need to be a competent user of ICT; proficiency with Google software would be a benefit; and have an excellent command of written English.

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: 9.00am Monday 1 November 2021
Interview date: Wednesday 3 November 2021

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