

VANDYKE UPPER SCHOOL

Vandyke Road, Leighton Buzzard,
Bedfordshire, LU7 3DY.

Tel: 01525 636700. Fax: 01525 636701

Email: recruitment@vandyke.cbeds.co.uk

Web: www.vandyke.beds.sch.uk



13-18 Mixed Comprehensive

SCHOOL ADMINISTRATOR (maternity cover)

REQUIRED ASAP

Monday, Tuesday & Wednesday mornings, hours 8.30-13.30

NJC Level 2A (points 3-4), from £8,026 to £8,159 per annum for 15 hours per week term-time, plus 15 hours to be worked outside term-time (based on full-time salary of £22,737 to £23,114)

This is an exciting opportunity to join a strong team in a thriving Academy with a clear vision and ambition for our students.

We are looking to recruit an administrative assistant to support the work of our busy school office whilst the post-holder is on maternity leave.

The successful candidate will offer a wide range of administrative skills in order to provide general support in the main school office. You will be committed, resourceful and flexible in the role, and be able to work as part of an office team while using your own initiative.

No previous experience is required and full training on how to use the school systems will be provided.

The school is committed to safeguarding and promoting the welfare of young people. References and an online search will be carried out for all shortlisted candidates. An enhanced DBS check is required for all successful applicants.

Please visit our website at www.vandyke.beds.sch.uk for further information and an application form, or contact Mrs Jo Sessions, PA to Headteacher on 01525 636700 or via email recruitment@vandyke.cbeds.co.uk.

Closing date: 12 noon, Friday 10 May 2024.
