

FOREST HILL SCHOOL

A SPECIALIST SCHOOL IN THE PERFORMING ARTS

Dacres Road Forest Hill London SE23 2XN

Roll 1370: Boys 11-16, Mixed 16-19

Tel: 020 8699 9343

www.foresthill.lewisham.sch.uk



Administrative Assistant

Salary Range: Scale 3, points 15-17, £20,580 - £21,252 pro rata (actual salary approx. £17,558 - £18,132)

Monday to Friday, 35 hrs per week, term time only (39 weeks)

Start date: January 2018

Forest Hill School are seeking to appoint an outstanding individual to join our busy school office and student services' team.

This is a fantastic opportunity to join our dynamic team and play a vital role in shaping the future of Forest Hill School.

You will be required to:

- To use a range of ICT packages to provide effective, efficient and comprehensive administration services
- Administer first aid / supervise during the student lunch break
- Provide an excellent level of customer service to our staff, parents and pupils
- Work as part of a team
- Uphold the vision and ethos of the school at all times

Therefore, we are looking for someone who:

- Has excellent numeracy, literacy and IT skills
- Is a natural when it comes to customer care, articulate, good with people and always happy to help
- Can work independently but contribute to a strong team ethos
- Is able to work flexibly, solve problems and be proactive
- Has excellent interpersonal and communication skills
- Has experience of working in a school (an advantage but not essential)

Please visit our website at www.foresthill.lewisham.sch.uk for more information and to make direct online applications, which must be returned to vacancies@foresthillschool.co.uk

Closing date for applications is: 12 noon, Wednesday 29th November 2017

Interviews will be held on: Week commencing 4th December 2017

Safeguarding Statement

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS check.

Equal Opportunities Statement

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.