

**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](http://www.foresthill.lewisham.sch.uk)



## **Admin Assistant**

**Salary Range: Scale 3, points 15-17, £20,217 - £20,985 pro rata**  
**Monday to Friday, 35 hrs per week, term time only (39 weeks)**  
**Start date: 1<sup>st</sup> September 2017**

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Forest Hill School is 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](http://www.foresthill.lewisham.sch.uk) for more information and to make direct online applications, which must be returned to [vacancies@foresthillschool.co.uk](mailto:vacancies@foresthillschool.co.uk)

Closing date for applications is: 12 noon, Wednesday 28<sup>th</sup> June  
Interviews will be held on: Wednesday 5<sup>th</sup> July

Should you wish to visit the school please email [info@foresthillschool.co.uk](mailto:info@foresthillschool.co.uk) to arrange a convenient time.

## **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.