

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.foresthillschool.co.uk



SFH Sixth Form Administrative Assistant

35 hours per week, term time only plus 2 weeks (40 wks)

Scale 4, Spine Point 19 -21

Salary: £22,858 - £24,082 (full time salary based on a 35 hour week)

Actual salary approx. £19,984 - £21,054 per annum

Due to an internal promotion, we have a vacancy for a hardworking, reliable person to join our friendly and busy 6th form office providing effective administrative and clerical support to our 6th formers and members of the teaching staff. Start date, as soon as possible.

You will be an important member of the Sixth Form team ensuring excellent student attendance, punctuality, well-being and outcomes. The post holder will provide administrative support to the sixth form team under the direction of the Head of Sixth Form. This will include monitoring student attendance and punctuality, maintaining student records, assisting with 6th Form Recruitment and supervising the student study room.

You will need to have had previous office experience, possess good ICT skills with knowledge of SIMS, plus sound experience in using Windows-based database applications and MS Excel. You will need to have excellent interpersonal skills, enjoy building strong working relationships at all levels, be flexible and have a can-do attitude.

Please visit our website at www.foresthillschool.co.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 21st November**. Shortlisted candidates will be invited in for interview week commencing Monday 26th November 2018.

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.