



**Sackville School**

Headteacher: Mr Julian Grant

[www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk)



## **Administrative Assistant Term time only Grade 4**

We require an Administrative Assistant to work in our busy school office to start in January. The role involves competent use of I.T, Microsoft Word, Excel and office software packages. The ideal candidate will have good communication skills and work alongside colleagues flexibly and enthusiastically. Training will be provided. This is an exciting opportunity for anyone who likes working in a busy and friendly office environment.

Hours: 30 hours per week, term time only

Salary range: Grade 4 point 5 £19,312- £19,698  
(*pro rata £13,069 - £13,330 based on 30 hrs/pw term time only*)

Sackville is a large, mixed, 11-18 comprehensive with 1695 on roll. We are a STEM school, leader in Space Education and hold International School, Artsmark Silver, Healthy School and Good Schools Guide awards. We are a popular, expanding and over-subscribed school.

Our GCSE results are consistently strong with extremely positive progress 8 scores. Our A level progress is at the top end of all local authority providers.

Further details are available on our website [www.sackville.w-sussex.sch.uk](http://www.sackville.w-sussex.sch.uk) or from Mrs K Rowlingson PA to the Headteacher, on 01342 414900 [krowlingson@sackvilleschool.org.uk](mailto:krowlingson@sackvilleschool.org.uk).

Please address your letter of application together with the application form and safer recruiting sheet (available on website) to Mr Julian Grant, Headteacher.

**Closing Date: Wednesday 8<sup>th</sup> December 2021**

**Interviews: Thursday 6<sup>th</sup> January 2022**

**Together We Achieve**

**Lewes Road, East Grinstead, West Sussex RH19 3TY Tel: 01342 410140**

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

Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.