**Office Administrator**

**School: Waseley Hills High School**

**Permanent Contract**

**Start date: ASAP**

**Hours: Term Time Only + 3 days**

**Salary: FTE £20,092 - £21,748**

**Actual Salary: £16,997 - £18,398**

Waseley Hills High school is looking to appoint a reliable and energetic administrator to join our admin team.

The appointed candidate will support the school with a variety of administrative tasks. The successful candidate will have previous administrative experience and a positive outlook. Our expectations of students are high, and so are our expectations of each other. We challenge ourselves to work effectively together and be the best we can be day in and day out.

The closing date is Monday 5th September at 9:00am. Interviews will be held the week commencing 12th September.

Please access the school website [www.waseleyhills.worcs.sch.uk](about:blank) where the details are available to download.

If you would like to visit the school before submitting an application, please email [Mattridge@waseleyhills.worcs.sch.uk](mailto:Mattridge@waseleyhills.worcs.sch.uk) to arrange an appointment.

**All completed applications should be sent by e-mail to** [**applications@waseleyhills.worcs.sch.uk**](about:blank)**. CV’s will not be considered.**

***Central Region Schools Trust 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 will be subject to an enhanced DBS clearance***