

# **SOUTHEND HIGH SCHOOL FOR BOYS**

## **ACADEMY GRAMMAR SCHOOL**

Prittlewell Chase, Southend-on-Sea, Essex, SS0 0RG

Telephone: 01702 606200

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Website: [www.shsb.org.uk](http://www.shsb.org.uk)



Headteacher: Robin M Bevan MA MEd PhD FRSA FCCT

## **Administration Assistant – Key Stage 4**

**Required as soon as possible**

**37 hours per week – term time + 3 days per year**

**Scale 5, point 8 (range 8-11)**

**Actual starting salary - £17,726 gross p.a.**

We are a hugely oversubscribed school, complimented by our latest OFSTED inspection on many aspects including our forward vision and academic excellence: *"attitudes to learning and relationships between staff and students are exemplary"*.

We are looking to appoint a confident and positive person to provide efficient and confidential administrative support to Key Stage 4 Year Leaders and the Director of Key Stage.

Flexible, self-motivated and able to work on own initiative, you will need the ability to work to deadlines and remain calm under pressure.

Excellent IT skills and good interpersonal skills are a must, as is a good sense of humour! Some previous experience would be an advantage.

The successful applicant will be subject to an enhanced DBS check.

Full details of the role and person specification are available on our website, together with an application form - [www.shsb.org.uk](http://www.shsb.org.uk)

**Closing date: Friday 16<sup>th</sup> April 2021** (although we reserve the right to call early applicants to interview and appoint prior to the closing date)