

# Kingsmead

CARE

ASPIRATION


RESPECT

DETERMINATION

Headteacher: Mark Griffin

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## PART-TIME ADMINISTRATIVE ASSISTANT

**Somerset Pay Scale Points 13 – 17, £17,391 - £18,672 pro rata  
(actual salary £11,970 - £12,852)**

***30 hours per week, term time plus INSET***

Required for September, a well organised, flexible and experienced administrative assistant with a good working knowledge of Microsoft Office, and excellent ICT skills is required to work in the Inclusion Centre. SIMS experience would be beneficial but training will be provided as necessary.

Closing Date for Applications: **Monday 25 June 2018 at 12 noon**  
Interview Date: **Tuesday 3 July 2018**

*Further details and an application pack are available from the school website under “Joining Us” – “Staff Vacancies”*

**This post requires clearance through the Disclosure and Barring Service (DBS)**