



4-19 Mixed Comprehensive, over 1,500 students on roll, including a large Sixth Form.
Berrywood Road, Duston, Northampton, NN5 6XA (5 minutes from J16 M1)
Tel: 01604 460004 www.thedustonschool.org

Sixth Form Administration Assistant

**SS Scale, Range 11 - 17, Salary £13,263 - £15,007 (actual) per annum,
Full time 37 hours per week, 39 Weeks per Year
(Term time only plus 1 week)**

The Duston School is looking to appoint an Administration Assistant. The successful applicant will provide administration and organisational support for the Director of Sixth Form. You should be professional with a confident manner and have the ability to work well as part of a team. Responsibilities will include answering the telephones, dealing with staff, student and parent queries, meeting and greeting visitors and dealing with their queries and general admin duties. You should have a sound knowledge of Word, Outlook and a good level of IT literacy. An understanding of SIMS software would be desirable but not essential.

We will offer you interesting work in a positive team working environment along with opportunities for learning and development. Benefits include term time working, LGPS pension scheme, Child Care Voucher scheme and on site car parking.

In return we will offer you:

- Competitive salary
- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students and staff
- Opportunities for further professional development.
- Health care
- Child Care Voucher scheme
- Extra curricular sporting clubs for staff.

Applying:

All candidates are advised to refer to the job description and person specification before making an application. Please complete an application form (we do not accept a CV alone) along with a letter of application to the Principal. Please return all application forms to jobs@thedustonschool.org.

The Duston School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service Check will be required for the post.

We reserve the right to close this vacancy should we receive an overwhelming response.

Full Details and an application form are available via our website.

Closing Date: 31st August 2017

Interview Date: Planned for Tuesday 5th September 2017

If you have not heard from us within two weeks of the closing date, please assume that you have been unsuccessful on this occasion.

