



Adult Learning & Skills St Ives

Part-time Administrator, term-time only

Required as soon as possible

Salary: Scale 2 progressing to 3, (full time rate £16,123 to £17,772 pro-rata)

The hours average 22½ per week term time only plus professional days to include three out of ten evenings and occasional Saturdays

Responsible to: Adult Learning & Skills Coordinator

We are looking for a motivated, hard working team member to join our busy office to deal with the wide range of administration needed to deliver our successful programme of evening courses. You will have proven office, computer and customer service skills, be an excellent time manager, forward thinking and able to take responsibility for ensuring dedicated areas of work are effectively managed. Some experience of marketing and exam procedures would be useful. A flexible approach to work is necessary to cover busy periods.

To find out more about who we are visit www.aclearning.org.uk

Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.

To apply for this vacancy access www.stivoschool.org/job-vacancies for an application pack. Return your completed application form to ttaconi@stivoschool.org.

Closing date: 2 January 2018

The school reserves the right to interview shortlisted candidates during the application window (if applicable).