Hall Road
Eccleshill
Bradford
BD2 2DU

Phone: 01274 772175
Email: office@cavendish.bradford.sch.uk
Website: www.cavendishprimary.org.uk

Executive Headteacher: Noreen Dunn
Head of School: Jonathan Nixon

General Administration Assistant

Start date: ASAP

Contract term: Fixed Term (in the first instance)

Band 6 – SCP 6 to 11

37 hours per week, term time only plus 3 days

£16257 to £17948 per annum (actual salary)

We are looking to appoint an enthusiastic and highly organised General Administration Assistant to support the Business Manager and wider Administration team at Cavendish Primary School.

The successful candidate will be:

- A dynamic and creative team player, with excellent interpersonal skills
- An experienced administrator, preferably in a school setting
- Calm with a positive and confident manner
- Academically able, holding qualifications relevant to the role or recent experience in the field

We can offer:

- A positive and forward thinking staff team and governing body
- Enthusiastic pupils who will constantly surprise you
- Excellent professional development opportunities
- A supportive working environment, where your contribution will be valued

To request an application pack please contact the school office on 01274 772175 or email office@cavendish.bradford.sch.uk.

Visits are warmly welcomed (by arrangement).

Closing Date: Thursday 13th February 2020 at 5.00pm
Interviews: To follow

We are committed to safeguarding children and all posts are subject to a DBS check.