

ADMINISTRATION ASSISTANT

£18,795 pro rata – term time only plus one week of Inset and one week during school closure

We are seeking to add to our excellent Administration Team and we will consider part-time or full-time working for the right candidate.

The successful applicant will have strong administrative skills, excellent written and verbal communication skills, be a good organiser and work well as part of an established and effective team. As well as carrying out a range of administrative and clerical tasks in several key areas of the school, duties will include reprographics and occasional cover on our very busy Reception. This is an exciting opportunity to join us at a time of development and growth.

A good general standard of education is a prerequisite for this role. Whilst recent experience of working within a school environment would be advantageous, full training will be provided for the right candidate.

Further details and an application form can be found at www.cockermouthschool.org.

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of students, engages with young people and staff on policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

Cockermouth School is a Safeguarding School. The successful applicant will be subject to appropriate checks and undertake an enhanced DBS and where appropriate to the post, a requirement to complete a Childcare Disqualification declaration.

Applicants will be considered on the basis of suitability regardless of sex, race, marital status or disability. Disabled applicants who meet the essential criteria will be interviewed.

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Headteacher
Dr R P Petrie

Castlegate Drive
Cockermouth
Cumbria
CA13 9HF

01900 898888

Completed Application
Forms should be
returned to: **Susan
Cameron, Admin
Manager**

Closing date:
**9.00 am
Monday 3 June
2019**