



THE DUCHESS'S COMMUNITY HIGH SCHOOL

Taylor Drive
Alnwick
Northumberland
NE66 2DH

"Where students want to be, Where staff want to work, Where community works"
NOR 1499 (including 260 in the Sixth Form)

Admin Assistant

Permanent post, 20 hours per week, Term Time plus 1 day.

Salary: Band 2 - £8,368 - £8,535 (being pro-rata of £18,562 - £18,933)

Required for September 2021

We are seeking a committed individual to join our very busy Admin team. This role is mainly to work within the reprographics area which plays a key role in supporting staff with the provision of resources and requires an eye for detail and being able to work independently.

You will be joining a school that has a vision to be an educational centre of excellence based on the principle that effective relationships are the key to positive outcomes. The staff team have a student centred approach and we are committed to staff education programmes for everyone to continue their learning journeys. We want to invest in successful applicants and help them progress through their own career. We are looking for candidates who share the same values as us as we continue to grow our team.

Further details of this post and an application form are available on our website (www.dchs-alnwick.org) Further questions or a virtual discussion can be arranged by emailing the school at admin@dchs-alnwick.org

The School is committed to safeguarding and protecting the welfare of children. The successful candidate will be subject to an enhanced DBS check.

Closing Date: Wednesday 28th July 2021 at 1.00 pm