



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 01223 262503
Email: latherton@combertonvc.org
Website: www.combertonvc.org

General Administrator

Salary: Grade Scale 4 range 7 – 11 (£19, 554 - £21,166 full-time equivalent)

30 hours per week minimum (up to a maximum of 37 hours pw)

Term time only plus 5 professional days

Required – ASAP

Comberton Village College is seeking to recruit an experienced Administrator to join our busy administration team.

The successful candidate will have an interesting and varied role. They will assist in the organisation of activities week, take the minutes for the Heads of Year meetings and Health & Safety Committee meetings, provide administrative support to the school's office and reception area, assist in maintaining the school database systems and other general administrative duties.

We are looking for a motivated, flexible and reliable person with good attention to detail. Previous experience of maintaining databases would be an advantage, but an understanding and experience of using ICT effectively is an essential requirement. You should have excellent inter-personal skills and the ability to multi task and respond to unplanned situations professionally. Be a quick and enthusiastic learner, approachable and committed.

For further details and an application form please visit our website www.combertonvc.org.

To apply for this position please submit a completed application form and covering letter to Mrs L Atherton, HR Manager, via email on personnel@combertonvc.org by **midday on Thursday, 10th October 2019**. Interviews will be held on Wednesday, 16th October 2019. Please note that we do not accept applications by CV.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for the successful candidate.