



St Peter's School Huntingdon
St Peter's Road
Huntingdon
Cambridgeshire
PE29 7DD

Tel: 01480 846797

Email: recruitment@stpetershuntingdon.org

Website: <http://www.stpetershuntingdon.org>

Head Teacher – Mr C Bennet

Admin Assistant

Scale 2 point 4-5 £18,933 (FTE) 32.5 Hours per week term time plus one week

Required – Immediate start

Contract – Fixed Term until 18/12/2020

St Peter's School, as part of The Cam Academy Trust, is seeking to employ an administrative assistant to work 32.5 hours per week, term time plus one week within our busy administration office.

As an Administrator at St Peters School, it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role.

If you are interested in applying for this position, please submit a letter of application (no more than one side of A4) and an application form to the schools HR Officer on recruitment@stpetershuntingdon.org Application forms are available on the school website www.stpetershuntingdon.org under the Join Us, Staff, Current vacancies tab.

The closing date for receipt of applications is midday on **Friday 25th September 2020**. Interviews will aim to be conducted the following week.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, satisfactory references, and medical questionnaire.