

Kineton High School and Sixth Form

Headteacher – Helen Bridge

Banbury Road, Kineton, Warwickshire CV35 0JX



Achieving Personal Best

ADMINISTRATIVE ASSISTANT

**37 hours per week, term-time only plus 2 weeks
Salary Range: Grade E £15209 - £16329 (actual salary)**

Required as soon as possible, a flexible team player to provide general clerical and administration support to the school, including publicity and communications services.

Kineton High School is a popular and successful 11-18 school situated in rural South Warwickshire. There are 844 students on roll, 108 of whom are in the Sixth Form.

“You are determined and passionate about improving standards in your school and make teaching and learning the priority in all you do” OFSTED (‘Good’ rating Jan 2017).

**Application pack and further information is available to download from our website;
www.kinetonhighschool.org.uk**

Closing date: Monday 15th October 2018, 9.00am.

Kineton High 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 required to undertake an enhanced DBS check with Children’s Barred List check