

Kineton High School and Sixth Form

Headteacher – Helen Bridge
Banbury Road, Kineton, Warwickshire CV35 0JX



Achieving Personal Best

ADMINISTRATIVE & COMMUNICATIONS ASSISTANT

20 hours per week, term time only plus 2 weeks
Salary Range: Grade E £8,221 - £8,826 (actual salary)

ADMINISTRATIVE ASSISTANT

Up to 17 hours per week, term time only
Salary Range: Grade D up to £6,437 - £6,638 (actual salary)

Required as soon as possible, we have two vacancies in our busy school office. Both will provide general administrative support but one has been enhanced to include the provision of a communication and publicity service.

There is an option to combine both roles for the right candidate.

Kineton High School is a popular and successful 11-18 school situated in rural South Warwickshire. There are 842 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 or telephone the office on 01926 640465.

Closing date: Monday 19th November 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