

Kineton High School and Sixth Form

Headteacher – Siona Robson
Banbury Road, Kineton, Warwickshire CV35 0JX



Achieving Personal Best

ADMINISTRATIVE ASSISTANT

25-30 hours per week, term-time only plus 2 weeks
Salary Range: Grade D £13,654 - £14,442 pro-rata

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

Kineton High School is a popular and successful 11-18 school situated in rural South Warwickshire. There are 830 students on roll, 120 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 18th September 2017, 9.00am.
Interviews will be held on: Friday 22nd September 2017

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