

ASH MANOR SCHOOL
MANOR ROAD, ASH, SURREY, GU12 6QH
Tel: 01252 353900
NoR: 1160
Head Teacher: Ms A Bailey



ADMINISTRATIVE SUPPORT ASSISTANT

Surrey Pay Grade PS4 - PS5 £24,275 - £28,686 FTE, (Pro-rata £22,490 - £26,577)

36 hours per week 8.00am to 4.00pm, 42 weeks per year (Term Time plus 3 weeks including 5 INSET days)

To start September 2024

Ash Manor School is a successful 11–16 mixed comprehensive school committed to providing an exceptional education for the community it serves.

We are looking to appoint an energetic, confident and enthusiastic individual to join our friendly and supportive school in providing administrative support within a busy school office. We welcome interest from individuals who are innovative, dynamic and are committed. The successful applicant will have exceptional organisational skills, excellent attention to detail and IT skills. You will work well under pressure and will be able to effectively manage completing deadlines.

Responsibilities include but are not exclusive to:

- General administration
- Support main and student receptions
- Secretarial support
- Provide cover for other members of office staff as required
- 2 weeks to be worked in August

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement even further
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- Extra-curricular sporting facilities for staff
- A caring and supportive working environment within a vibrant school community

Potential applicant visits are welcomed. Visit www.ashmanorschool.com > Vacancies. Applications to be sent to recruitment@ashmanorschool.com.

Interviews will be held once an excellent shortlist of candidates has been obtained.

Please note we do not accept CV's. A Support Staff application form can be found at <https://www.ashmanorschool.com/vacancies.html>



This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for this role.