

ASH MANOR SCHOOL
MANOR ROAD, ASH, SURREY, GU12 6QH
Tel: 01252 353900
NoR: 1080
Head Teacher: Ms A Bailey



ADMINISTRATIVE SUPPORT ASSISTANT REQUIRED

Surrey Pay Grade PS4 £20,722 - £22,716 FTE (Actual £19,198 - £21,046)

36 hours per week, 8am – 4pm, 42 weeks a year

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 creative, innovative and committed. The successful applicant will have exceptional organisational skills, excellent attention to detail and IT skills. A First Aid qualification would be a requirement but the School would facilitate this. You will work well under pressure and will be able to effectively meet deadlines.

Responsibilities include but are not exclusive to:

- Main Reception and Reprographics
- General administration
- Provide cover for other members of office staff as required

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.

Closing date: Friday 30th September 2022 at 9am.

The school reserves the right to close the advert prior to the stated closure date therefore early applications are recommended.

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.