

Benjamin Britten Academy of Music and Mathematics



Blyford Road, Lowestoft, Suffolk NR32 4PZ

- Job Title: Administrative Assistant**
- Hours: 16 Hours/Week 40 weeks/Year
(Term time +2 weeks) (Hours to
be worked over the following
days: Monday, Tuesday, Friday)**
- Grade: 3 Point 12 – 16
(£17,173 - £18,319
pro rata per annum)**
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We wish to appoint someone with excellent all round people skills who is able to communicate with staff, students, parents and visitors. Sound IT skills are required – Microsoft Office particularly Word and Excel too. A familiarity with Sims and PSF would be advantageous or a willingness to learn. Excellent organisational skills are a must with the ability to prioritise workload and remain calm in a busy environment. The position is based in the main school office and therefore has frequent interruptions.

The successful applicant will be confident and competent in the school environment.

Please email office@benjaminbritten.school or telephone the school for details and an application form on (01502) 582312.

Closing date: Tuesday 21 May 2019

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks are required for all posts. The school operates an equal opportunities policy.