

Dulwich Wood Federation

Children's Centre, Lyall Avenue, London SE21 8QS 0207 525 1192

Nursery School, Lyall Avenue, London SE21 8QS 0207 525 1192

Primary School, Bowen Drive, London SE21 8NS 0208 670 5470

office@dulwichwood.southwark.sch.uk **www.dulwichwood.com**



Dulwich Wood Schools are looking for an Administration Assistant.

We are looking for someone who can add to the effective administration and smooth running of the offices in the Primary and Nursery schools.

We are looking for applicants who can work under pressure, can prioritise their workload, use their initiative and work as part of a team. You will need to have excellent literacy skills as well as an intermediate knowledge of Microsoft Office software.

This post is 25 hrs per week (Mornings) and is a term time only contract

The salary for this position is Grade 3 Spine Point 9-16 (£19,050.00-£20,907.00)

Pro Rata £11,378.06 - £12,487.20

Closing date for applications is 1200 on Friday 23rd March 2018.

Interview date is Wednesday 28th March 2018.

To find out more about the school and to download an application pack visit www.dulwichwood.com.

Dulwich Wood Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this.

The successful candidate will be subject to Disclosure and Barring Service checks along with other relevant employment checks.