



# St Mary's C of E Aided Primary School

*A Christ-centred school with a child-centred curriculum*

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Link Lane  
Pulborough  
West Sussex  
RH20 2AN

Headteacher: Mrs S Copus B.Ed(Hons), NPQH

## Admin Assistant

We are looking for a friendly, organised and proactive person to join the office team at St Mary's CofE (Aided) Primary School as soon as possible. The post is for 32.5 hours per week term time only.

Salary: Grade 3 ( Pro rata )

The successful candidate will meet the following criteria: -

- Good communication, IT and office skills.
- Be able to work under pressure.
- Be a team player - working alongside the office team
- Enjoy working with children

Our school can offer:

- A friendly and supportive team of staff and governors
- Well-maintained and resourced premises
- Hard-working, friendly and polite children
- Continuing professional development

Closing date Thursday 23<sup>rd</sup> November 2023 at 12 noon  
Interviews will be held on Tuesday 28<sup>th</sup> November 2023

Visits to the school are welcome. Please contact the School Business Manager for more information or to arrange an appointment.

St Mary's Cof E (Aided) School is committed to safeguarding and promoting the welfare of our children. This post is subject to pre-employment screening checks which will include references, qualifications, health and is subject to a Disclosure and Barring Service (DBS) check. West Sussex is an Equal Opportunities Employer.

