



HEAD TEACHER CINDY O'SULLIVAN
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PART TIME SCHOOL OFFICE ADMINISTRATIVE ASSISTANT

We are seeking a friendly and professional Admin Assistant to join our busy school office team. You will be the first point of contact for visitors, phone calls and email enquiries. You will use a variety of systems and IT packages to perform a wide range of tasks.

Gosden House is an outstanding school for young people with learning and additional needs from 4-16 years of age. Set in extensive grounds, the environment offers students the opportunity to explore and challenge their potential in every aspect. The curriculum has a strong focus on core learning skills and communication. We aim to develop resilience, creativity and social skills in order to support young people to succeed in the workplace and live rewarding, independent lives.

Do you have?

Strong IT skills, a clear telephone manner and excellent verbal and written communication skills. Can you multi-task with a positive can-do attitude whilst retaining a sense of humour?

Previous administration experience is essential and experience in a school is desirable but not essential.

If you are an experienced, dedicated and flexible administrator who would like to contribute to the efficient and effective operation of our fantastic school then we would love to hear from you.

Job and Person Specifications can be found on our website <https://www.gosden-house.surrey.sch.uk/current-vacancies/>

Hours: 15 hours over 2/3 days a week, term time only (including 2 INSET days). One working day must be a Monday.

Holiday pay is incorporated within salary and holidays cannot be taken during term time.

Salary: Surrey Pay Scale S4. FTE £24,275 - £25,993 depending on experience and whether any continuous local government service period applies. Pro Rata actual salary £8,091 - £8,709

Safeguarding Statement:

Gosden House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be subject to satisfactory references and an enhanced disclosure through the Disclosure and Barring Service (DBS). We reserve the right to close any recruitment campaign early.