



Hertswood Academy

Aim High • Achieve Excellence

Administrative & Welfare Support

37 hours per week—Term Time Only

Salary will be at Grade H4 pro rata including the Hertswood Allowance

This equates to a starting salary of approximately £15,723 per annum

We have a vacancy for Administrative and Welfare Support to start as soon as possible. This is a vital role within the Academy providing administrative support as well as welfare support for students. Applicants should have experience of working with young people, preferably in classroom situation and be genuinely committed to assisting each student to achieve their very best. Education to GCSE standard is essential.

Closing Date: Monday Friday 22nd March at 09:30

The Academy is committed to safeguarding children and young people. All postholders are subject to a satisfactory Disclosure and Barring check.

Information and application forms are available on the Academy's website at www.hertswoodacademy.org. Alternatively, you can contact Shelagh Musk, Academy Manager, on 020 8238 7254 or email at smusk@hertswoodacademy.org



INVESTORS
IN PEOPLE

