

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science
Milton Road, Westcliff on Sea
Essex SS0 7JS

Tel: 01702-343583

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School Administrator (Exams)

Salary Scale: 7-11 (£17,438 - £18,875 actual)

Term Time plus 2 weeks

Required immediately

The School is looking to recruit a School Administrator with responsibility for overseeing examinations in the School. Duties will also include supporting Reception at busy times and helping with first aid or students with medical needs.

Hours: 8.30am – 4.30pm (37 hours per week)

Term time plus 4 days in summer holiday to cover results days, preparation the day before and enquiries about results the day after.

Flexibility required during examination periods for early starts and late finishes. Flexible hours to be set against the remaining time from the additional 3 weeks

Deadline for applications: Monday 18 March 2019, 9.00am

Interviews: w/c 25 March 2019

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

Further details and application form on our website:

www.stbernardswestcliff.org.uk