



Alderman Peel High School

Learning to make the difference

Market Lane
Wells-next-the-Sea
Norfolk
NR23 1RB
Principal: Mr Alastair Ogle
Telephone: 01328 710476 Fax: 01328 710767
Email: office@aldermanpeel.norfolk.sch.uk
www.aldermanpeel.norfolk.sch.uk

Receptionist/Administrator

Hours per week: 37
Times of work: 8.30 am - 4.30 pm (half an hour for lunch)
Term time plus one week
Salary Scale: Scale D
Pro rata salary: Equates to £14595 to £15542 per annum
Start Date: ASAP

We are currently seeking to appoint an enthusiastic, inspirational and suitably qualified Administrator to work in the Schools' Reception. Alderman Peel High School was rated Good by Ofsted in December 2012 and continues to improve. If you are willing to work hard as part of a forward thinking and dynamic team of staff within a small and growing High School in North Norfolk please visit us and / or apply. We have an excellent reputation attracting many children from out of catchment and have excellent facilities.

Duties will be varied including electronic registration, word-processing, data entry, maintaining records and general clerical work.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers must share the same commitment. The successful candidate will be required to undertake an Enhanced DBS disclosure.

We are an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

We can offer the successful candidate:

- Very supportive Governing Body
- Employment within a supportive community environment
- Training as required for career development and progression
- Work within a very supportive and forward thinking Trust

For any questions regarding this post please contact Sharon Page: spage6nrm@nsix.org.uk

To apply, please download further information and an application form from the school website.

Closing date: 19 February 2018 at noon

Interview date: 23 February 2018