

# Southminster C of E Primary School

A member of the Diocese of Chelmsford Vine Schools Trust

Burnham Road, Southminster, Essex CM0 7ES

Tel: 01621 772409 Email: [admin@southminster.essex.sch.uk](mailto:admin@southminster.essex.sch.uk)

Executive Head Teacher: Mrs. P. Ward Head of School: Mrs. T. Fitter



## Vacancy for Part Time School Administrator

We are looking for a confident, cheerful individual to lead our school office. You will be the first point of contact for parents and other visitors to the school, so you will be well presented, enjoy meeting new people and have an excellent telephone manner. Resilience is essential as you will be dealing with a wide range of situations, some of which may be challenging.

Visits to the school are warmly welcomed. Please contact Mrs O'Neill in the school office on 01621 772409 to arrange an appointment and for an application pack.

Closing date for applications: 15<sup>th</sup> February 2019

Interview Date: 25<sup>th</sup> February 2019

The school is committed to safeguarding and promoting the welfare of all pupils, and it expects all staff and volunteers to share this commitment. The post is therefore subject to an enhanced DBS check.

**Together Everyone Achieves More**



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