

Padworth College, a co-educational boarding and day College for international and British students aged 14-18 years, has the following part time vacancy:

Office Administrator

If you would like to be part of our supportive community and you are a responsible and patient person with a good sense of humour and good organisation skills, this is the opportunity for you. Good administration skills are important for this role, but equally a willingness to get involved in our College life and community will be vital.

The role is part time, term time only, 5 -6 hours per day across Monday to Friday, either starting at 8:00am or 9:00am, during term time with some occasional days around the start and end of term.

Ideally the candidate will have a wide range of administration skills within an education setting, a knowledge of using MIS systems would be preferred.

The successful applicant will enjoy being part of our College & the wider Inspiring Futures Education group.

The role comes with a competitive salary, £22 - £25,000 pro rata, subject to experience; 5% pension contributions; pro rata 25 days holidays & bank holidays; and all working time meals (during term time).

The closing date for applications is 17th May 2024. Early applications are encouraged. Interviews will be held as soon as possible. We reserve the right to offer the post at any stage in the appointment process or not to offer the post.

For more details and an Application Form, please see the Padworth College vacancies page on our website - <https://www.padworth.com/about-us/careers-and-current-vacancies/> or email recruitment@padworth.com

All College staff are expected to:

- Support and contribute to the College's responsibility for safeguarding students
- Work towards and support the College vision and objectives
- Carry out the work of the College to the best of their ability, displaying initiative and enthusiasm
- Support colleagues and their work

Padworth College is committed to safeguarding and promoting the welfare of children and young people so the post is subject to an enhanced DBS

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