

PERSONNEL ASSISTANT REQUIRED

Contract: Temporary (until 31st March 2012)

Hours: 37 hours, All year round

Salary: Kent Range 5 (£16,794 per annum, negotiable depending on experience)

We are seeking a confident individual to provide support to our Personnel Assistant due to a support staff restructure. You will need good listening, literacy, communication and organisational skills. Your duties will include keeping mandatory records up to date, receiving and circulating correspondence plus other administrative duties as required.

The ability to multi-task and prioritise is essential along with experience in all aspects of office work. Knowledge of Human Resources processes and the school software system SIMS would be an advantage.

Offer of appointment is subject to a satisfactory Enhanced Criminal Records Bureau Disclosure. This school is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Contact:

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Closing Date: Friday 20th January 2012

Interviews: to be confirmed



Pent Valley
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