



The Bishop of Hereford's Bluecoat School

Hampton Dene Road, Tupsley, Hereford HR1 1UU
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www.bhbs.hereford.sch.uk

Admin Assistant
Permanent Variable (14 Hours – 28 Hours)
Commencing 14.5 Hours per week - Term Time only
2 days per week- Thursday 8.15am – 4.15pm & Friday 8.15am – 3.45pm
05HC (Scale Point 6-11) Commencing Point 6
Required ASAP

The Governors and Headteacher are seeking to appoint a confident and cheerful person to join our administration team for two days a week.

The successful candidate will be first point of contact for students in our student services department but will also be required to work in our main office when necessary. In addition to the usual administrative skills a good working knowledge of Microsoft Office is required. Experience of working with SIMS is desirable but not essential.

The closing date for applications is 9.00am Friday 21st January 2022.
Interviews week commencing 24th January 2022.

Further information and an application form are available by emailing head@bhbs.hereford.sch.uk or downloading the information from our website www.bhbs.hereford.sch.uk.

All applications are to be sent by email only to head@bhbs.hereford.sch.uk

Please note only shortlisted successful candidates will be contacted to arrange an interview.

Ofsted rated 'Good' July 2021 *"The school has a culture of continuous improvement. Senior leaders and governors are passionate about giving pupils the best education and care possible. This commitment permeates throughout the school"*

Bishop's is committed to safeguarding and the successful applicant will be required to complete an enhanced DBS check before taking up the post.