



# Bishop Wordsworth's School

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**Head Master:** Dr S D Smallwood BSc (Hons) PhD NPQH

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There is an opportunity for someone to join the school support staff team at SWGS, providing departmental administrative support to curriculum departments. This is a varied role with administrative duties including photocopying, producing reports using student data, classroom displays, taking minutes from meetings, record-keeping and writing letters as well as any other duties relevant to the department. Departments currently seeking support include English, French, German, Design Technology, Computing and Business Studies.

Up to 20 hours per week are available, and job shares would also be considered. Please specify your preferred working hours/days in your letter to accompany your application form.

The post is offered on a term-time only basis (39 weeks plus holiday pay, 44.26 weeks per year).

Salary Scale 3: points 14-17 (£16,781 FTE to £17,772 FTE).

For further information and an application form please contact Miss Antonia Corp, HR Manager [ajc@swgs.wilts.sch.uk](mailto:ajc@swgs.wilts.sch.uk).