



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS
(with Academy Status)

Stratford Road, Salisbury, Wilts SP1 3JJ

Tel 01722 323326, Fax 01722 343745

e-mail: head@swgs.wilts.sch.uk

www.swgs.wilts.sch.uk

Girls' Selective Academy 11-18 years; NOR 1039, 329 in Sixth Form

Departmental Support Assistant

Salary Scale 3, point 14-17 (£16,781 to £17,772 FTE)

Term-Time only, 39 weeks (44.26 including holiday)

Up to 23.5 hours per week (some flexibility over days worked,
please specify your preference in your application letter;

Job-share will be considered)

We are looking for flexible staff to join the school support staff team, providing departmental administrative support to curriculum departments. This is a varied role with duties including photocopying, producing reports using student data, classroom displays, taking minutes from meetings, record-keeping and writing letters as required.

The successful candidate will be an excellent communicator with a flexible approach, and excellent time management. They should be able to work alone and as part of a team and be a confident user MS Office Suite. Previous experience of a school or education environment would be an advantage, but is not essential.

For full details of all positions including application information please see the school website www.swgs.wilts.sch.uk/vacancies. Applications are accepted by email or by post, please call Miss Antonia Corp, HR Manager with any specific enquiries, 01722 323326 or email ajc@swgs.wilts.sch.uk

Closing Dates: 9am Monday 21st May 2018

Interviews: W/c 21st May 2018