

# POSITION VACANT – OFFICE ADMIN ASSISTANT/ MMS

HOLY TRINITY CE (A) PRIMARY SCHOOL

[www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk)

## Office Admin Assistant/MMS

### Term time only

OFFICE ROLE – 19.5 HOURS PER WEEK

MONDAY : 9.30AM – 12.15PM

TUESDAY : 9.30AM – 4.15PM

WEDNESDAY: 9.30AM – 4.15PM

THURSDAY : 9.30AM – 4.15PM

MMS - 12.15 – 1.15PM (3 HOURS ,

MONDAY, TUESDAY & WEDNESDAY)

FIXED TERM – 1 YEAR WITH POTENTIAL  
TO EXTEND

• POSITION SUBJECT TO HEALTH CHECK  
AND REFERENCES

• POSITION SUBJECT TO CRIMINAL  
RECORDS CHECK (CRB/DBS)

• WORKING IN PARTNERSHIP WITH WEST  
SUSSEX COUNTY COUNCIL AND THE  
CHICHESTER DIOCESE

**WE ARE LOOKING FOR A PART TIME, ENERGETIC,  
MOTIVATED AND ENTHUSIASTIC ADMIN ASSISTANT  
& MIDDAY MEALS SUPERVISOR TO JOIN OUR  
FRIENDLY STAFF TEAM**

This is an exciting opportunity to work as part of a busy, friendly team at Holy Trinity CE Primary School. The successful applicant will support the office team dealing with parents, children and staff in a wide variety of tasks, in school.

**PLEASE ACCESS APPLICATION FORM AND DETAILS VIA  
THE SCHOOL OFFICE OR WEBSITE**

[www.holytrinity-cuckfield.w-sussex.sch.uk](http://www.holytrinity-cuckfield.w-sussex.sch.uk)

Applications to be submitted to Mrs. A. MacGregor  
(Headteacher) - via email only at [office@htprimary.co.uk](mailto:office@htprimary.co.uk)  
by **Tuesday 18<sup>th</sup> June**

Interview date: **Friday 21<sup>st</sup> June**  
(interview, office task)

Start date **September 2019**

**Fixed term 1 year with potential to extend**

Rate of Pay for office role: Grade 3 or 4 depending on previous  
experience: (£18,065 – £19,171 Full Time Gross Salary  
Equivalent (actual salary paid will be pro rata number of  
working hours, term time only)  
Separate MMS - Contract – Grade 2

Training and induction will be provided for the successful  
candidate.

