



BRIGHTON CITY
PARTNERSHIP
FOR EDUCATION

Hertford Infant and Nursery School

Hertford Road
Hollingdean
Brighton BN1 7GF

Executive Headteacher: Mrs Zoe McGuigan



19th July 2019

Dear Candidate

Re: Administrative Assistant Level B – 1 year Temporary contract

Thank you for expressing an interest in our vacancy.

Please find enclosed:

- An application form
- The job description
- The person specification

Hertford Infant and Nursery School and Hertford Junior Schools are Federated Schools and have an Executive Headteacher with a Head of School at each site.

We are seeking to appoint an enthusiastic, highly motivated and dedicated Administration Assistant to work across both school sites to support both school offices and to support the INCo with administrative tasks. You must be willing to work flexibly with hours and across both school sites.

The interviews will be held on Wednesday 11th September 2019.

For any further information or a chance to look around our school please contact
Mrs Alison Macey on 01273 552931 or email: alisonmacey@hertfordinf.brighton-hove.sch.uk

Kind Regards

Mrs Alison Macey
School Business Manager of Hertford Schools



Brighton & Hove

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