

Administration Assistant - Attendance

Start Date:	June 2022 (or as soon as possible thereafter)
Position:	Permanent
Salary	LPS point 5-6 £19,650 - £20,043 pro rata
Hours worked per week:	9:30 am – 12:30 pm Mon to Fri (15 hours per week)
Weeks paid per year:	45.25 term time only
Actual salary:	£6,932
Closing Date:	9am on 02/09/2022
Interview Date:	07/09/2022

The Bilingual Primary School is looking for an experienced Admin Assistant with the focus being attendance to join its dynamic, enthusiastic and growing team.

The Bilingual Primary School opened in its new school in February 2016 on the edge of Hove Park. The School offers an innovative Bilingual Education (English/ Spanish) in a primary setting with the aim of providing a love of learning through languages.

The role is people focussed and the school is a happy place to be. Your role will be to oversee registers, requests for absence, monitoring absence and producing reports. You will work closely with SLT to promote good attendance. Training will be provided as needed. The job is varied, demanding, challenging and rewarding and will be an exciting opportunity for someone who enjoys working in a fast-paced and child-friendly environment.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau).

Apply now

- [Application Form Support Staff with Guidance Notes](#)
- [Admin Assistant Job Description](#)
- [Admin Assistant Person Spec](#)

Apply now!

Please note that we only accept electronic application and do not accept CVs. Please email your completed application form to info@bilingualprimaryschool.org.uk

Please note that CVs will not be accepted.

For further information or a visit to the school please call 01273 916212