

Job Description

Part –Time Short Term cover for Extended Schools Assistant.

12 hours per week. Start immediately to March 2011. Pay scale H1 (£7.33 per hour).

Starting immediately, person required to help with holiday activities and administrative duties. Must be computer literate in Microsoft Office (word, excel, power-point and publisher), have a good telephone manner and excellent interpersonal skills. Current CRB essential.

Duties will include general office duties (filing, message taking, general administration, producing flyers and leaflets) and also helping with holiday activities which may include booking children in and out of courses and helping with actual activities.

Must be able to be flexible as may include week-end and evening work.

Must have own car, clean driving licence

Office based at Greenway School, Crossways, Berkhamsted, HP4 3NH. Activities are held in other local locations.

To start immediately and must hold current Hertfordshire CRB check

Closing Date: Friday 30 July.

Contact Sandra Jenkins 07773 304638 or e-mail
sjenkins.berkhamsted@hertsextendedschools.org.uk for more details.

Application form available from Compass website www.hertsextendedschools.org/Berkhamsted