



## **BATTLE ABBEY SCHOOL**

(Independent, Co-educational for pupils from 3 months – 18 years, Boarding and Day)

Required as soon as possible

### **OFFICE ADMINISTRATOR**

To work all year round in our Senior School Office in Battle, from 1.15pm to 6pm Monday to Friday for 34 term time weeks and 9am to 3pm during holidays. Experience in a similar role would be beneficial. The annual salary is £13,773.57 (£21,673.60 FTE).

Please download an application form and job description from the School website at

[www.battleabbeyschool.com](http://www.battleabbeyschool.com)

and return to Mrs Alison Ambrose, HR Manager, [hr@battleabbeyschool.com](mailto:hr@battleabbeyschool.com)

Closing date: Monday, 27<sup>th</sup> November 2023 at 9am

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.