



Aspire • Act • Achieve

Brookfield
Community School

Headteacher: Ria Allan

Brook Lane
Sarisbury Green
Southampton SO31 7DU

Administrator - Curriculum

25 hrs per week Term Time only

Salary Grade C (Actual salary : £9,955)

Start date: December 2018

Administrator - Curriculum

There is an opportunity for an enthusiastic and energetic Administrator to join our busy school. You will assist in the day-to-day administrative support to the curriculum department and also undertake general admin as required. Experience of SIMS, Schoolcomms and Microsoft Office would be desirable but not essential as training will be available.

Actual working hours will be 9.30am until 2.30pm

Brookfield school has a good reputation for encouraging personal development and offers the opportunity for all staff to undertake further training. We also offer a well structured induction programme.

Further details and an application form can be obtained via the school website.

Closing date for applications: 19 November 2018

Interviews will be held: w/c 27 November 2018

Brookfield Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks."