



## **WESTCLIFF HIGH SCHOOL FOR GIRLS**

Kenilworth Gardens  
Westcliff-On-Sea,  
Essex, SS0 0BS  
Tel. 01702 476026  
e-mail [vacancies@whsg.info](mailto:vacancies@whsg.info)

Roll: 1123 (344 in Sixth Form)

### **ADMINISTRATOR**

**Salary LGS Band 2 M, Point 11 (£5,207 actual including holiday pay)  
Term time plus INSET plus one week during school holidays (40 weeks) plus  
holiday pay. 14 hours per week.**

Required to start as soon as possible; To be a member of the school's Pupil Support & Guidance Team and to assist with the day to day running of the PSGT; to provide administrative assistance and support to the SLT; to provide cover for the office reception and switchboard as required, and to assist with First Aid and lesson supervision as required.

Westcliff High School for Girls 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 candidate will be required to undertake an enhanced Disclosure via the DBS which meets the requirements of the school.

Further details and an electronic application pack may be found on the school website [www.whsg.info](http://www.whsg.info) and then click the link to vacancies.

Closing date is Wednesday 24<sup>th</sup> May 2017, noon.