Chiddingly Primary School
Muddles Green
Chiddingly
Lewes
East Sussex
BN8 6HN

Telephone: 01825 872307

Executive Headteacher: Mr James Procter
Email: head@chiddingly.e-sussex.sch.uk

Email: office@chiddingly.e-sussex.sch.uk

School Secretary Needed
(Maternity cover to start 1st June 2020)

We are looking to appoint a School Secretary to work in our thriving, friendly village school. The position is fixed term (maternity cover) and term time only.

We are looking for a capable and reliable Secretary to work in our school office from 8.30am – 4.00pm on Mondays, Tuesdays and Fridays; 8.30am-12.30pm on Wednesdays; 8.30am-2.30pm on Thursdays.

Ideally, candidates will have had experience in school operating and computer systems, including SIMS.

HOURS – 30.5 per week - term time only

SALARY - £19,946 to £20,751 (pro rata)
Single Status Grade 6, point 14-16

PLEASE SEE OUR WEBSITE OR EMAIL THE OFFICE FOR AN APPLICATION PACK

CLOSING DATE FOR APPLICATIONS: Friday 7th February 2020 at 12pm