



PREP - SENIOR - SIXTH FORM

School Administration Assistant

Seaford College is an HMC co-educational boarding and day school with 950 pupils that nurtures academic excellence, sporting success and creative talent. The campus of 400 acres is situated on the edge of the South Downs, an area of outstanding natural beauty.

We are looking to appoint an **School Administration Assistant** as soon as possible. **Part time 24 hours per week**, days/hours to be confirmed with applicants. **Term time only**.

All applications are subject to satisfactory enhanced DBS, other checks and references.

If you would like more information on this vacancy please contact Jill Pike, HR manager asap via email jpik@seaford.org or 01798 867860 07557 439704

All applications are subject to satisfactory enhanced DBS, other checks and references. Closing date for applications is **Monday 5 June 2023**. Applicants encouraged to apply earlier with rolling interview programme.