



Cade Street, Old Heathfield, East Sussex TN21 8RJ  
Tel: 01435 866066 Fax: 01435 867155

[www.heathfieldcc.co.uk](http://www.heathfieldcc.co.uk)  
[jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk)

## **Clerical Assistant**

**37 hours per week (negotiable)**  
**Term Time Only**

Local Single Status Grade 3, Point 7  
£22,737 per annum  
(actual salary equates to £19,138)

***“Pride, ambition and community”***

We are seeking an enthusiastic, personable and flexible individual to join our College Admin Team.

You should have good customer service skills, be able to relate to both students and adults and work as part of a team as well as individually. The successful candidate will be professional and have good IT skills including Microsoft Word and Excel. Previous experience of working in a school environment would be beneficial but not a necessity.

Please contact Carolyn Abbott, PA to Headteacher & Office Manager for further details and an informal discussion about the vacancy at [cabbott@heathfieldcc.co.uk](mailto:cabbott@heathfieldcc.co.uk) or 01435 866066.

Please see our website for an information pack and application form. Alternatively please request an application pack from [jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk)

**Closing date:** Please complete and return your completed application form to [jobs@heathfieldcc.co.uk](mailto:jobs@heathfieldcc.co.uk) by midday on Friday 26 January 2023 at the latest.

Please visit our website for a recruitment pack and application form.  
All other enquires will receive a response upon our return.

**Start date:** ASAP

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.**