



The Castle Partnership Trust
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THE CASTLE SCHOOL

Wellington Road, Taunton, Somerset TA1 5AU

Tel: 01823 274073

www.castleschool.co.uk

Receptionist / Administrative Assistant – 15 hours per week, term time only

The Castle School requires a part time Receptionist / Administrative Assistant to work in the school reception and provide administrative support in the main office. This post is on Grade 15 (£7.96 per hour), equivalent to £5,291 per annum and the hours of work are 8:15 – 4:15 pm Monday and Tuesday.

A full job description and application pack is available on the school website

www.castleschool.co.uk

The closing date for applications is 9am on Monday 16 October 2017.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure Certificate.