

CHESTERTON COMMUNITY COLLEGE
11-16 mixed College with 940 pupils on roll
Headteacher: Lucy Scott
OFSTED RATED OUTSTANDING

Student Support and Admissions Officer

Required for October 2018
Salary Scale 6
Term Time + 3 weeks

We require a motivated and highly organised administrator to join our team and run the student attendance and admission processes. The smooth running of both these areas are vital to the running of the school and to the safeguarding of our young people.

As a school, we are innovative in realising the potential of all our students and we offer an excellent, supportive environment in which to work.

This is an excellent time to join us as we embark on a £10 million re-development of our facilities and expand our Trust.

A full job description is available on request or via the school website.

Closing date: 12 Noon Friday 14th September 2018

Details of Chesterton Community College and application forms are available via the college website www.chestertoncc.net (click on Vacancies and follow the links) or telephone 01223 712150 Ext 142.

Please send a completed application form and covering letter to Mrs Suzanne Izzard, Chesterton Community College, Gilbert Road, Cambridge, CB4 3NY or e-mail: sizzard@chesterton.cambs.sch.uk

Chesterton Community College uses safe recruitment procedures to ensure the welfare of children. All applicants are required to complete a DBS check and only applications submitted on the College's application form will be considered. All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect that your application to be unsuccessful. Visits to the college are welcome