**JOB ADVERT**

**ADMINISTRATOR – TEACHING SCHOOL/SCITT**

**(TEMPORARY 6 MONTH CONTRACT STARTING AUGUST 2018)**

The Sydney Russell School are looking to appoint an enthusiastic, highly efficient Administrator to support the Teaching School & SCITT. This position is based at the Secondary School site in Parsloes Avenue. This is a temporary position for 6 months to cover maternity leave.

You will be the first point of contact for all Teaching School & SCITT enquiries and you will work in partnership with all schools linked into the Teaching School Programme and SCITT.

Further details and a full job description are available from the school website, closing date for applications is Friday 18th May 2018.