



FINBOROUGH SCHOOL

The best preparation for life

OFFICE ADMINISTRATOR/ HEADMASTERS PA

We are looking to appoint a diligent Office Administrator / Headmasters PA to join our outstanding office team.

This is a 48-week role (34 weeks term time and 9 weeks in the holidays plus holiday pay). The hours of work are 8.00am through to 5.30pm Monday to Friday.

You will communicate in a high standard via email, telephone and in person with our parents, pupils and staff. The role is customer facing based in the school's main reception. Meticulous attention to detail, exceptional organisational skills, excellent ICT skills are required.

Experience in the following is desirable;

- Microsoft
- ISAMS
- Front of house office administrator
- Proactive Diary Management (scheduling and arranging appointments)
- Preparing Communications
- Proof Reading Documents
- Meeting Notes
- Arranging Meetings / Events

All applications should be submitted by covering letter, a copy of your CV and by completing the relevant application form.

Please send your application to **Charlotte Baker via email to cbaker@finborough.school** or by post to Finborough Hall, Great Finborough, Stowmarket, Suffolk, IP14 3EF. If you require further information please call the school on 01449 773600 and we will be happy to answer your questions.



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Finborough School is a thriving and ambitious, independent co-educational day and boarding school for children aged 2-18 years. Set in 40 acres of Suffolk countryside just 5 minutes from the A14, the school really is the perfect place to learn and grow.

Providing 'the best preparation for life' is something we take very seriously here at Finborough. We are a learning family in every sense. Each of our pupils are known, valued and cherished, for their individual abilities and attributes. From day one in our outstanding Nursery through to the Sixth Form, we do not relent in our care and unfettered ambition for every child.

Finborough has recently been acquired by Forfar Education who are committed to enhancing and developing our already thriving school. This is a fantastic opportunity to join the Finborough Family and to work in a positive and inspiring environment where we are all deeply committed to providing children and young people with the best preparation for life.