

Required for Autumn 2020

Eden Park High School is recruiting an

Admin Assistant – Medical

36 hours a week, 40 weeks a year

NJC Scale 1 point 1-3 (Actual Salary between £17,282.58 - £17,911.88)

Eden Park High School is a free school which opened in September 2017. We are located in a brand new, state-of-the-art building in Beckenham. Eden Park High School is part of an established and high performing group of schools with a proven track record of success.

In 2019 Eden Park High School grew from six form entry to eight, for the new Year 7 cohort. We will continue to grow organically and are currently at full capacity. At Eden Park High we are excited to build something new for the whole community and provide a future education for thousands of young people.

We are seeking to appoint associate staff who have the skills and passion to provide a high-quality service. The associate staff team is integral to the growth of the school.

The successful candidate will work in the main admin office dealing with student enquiries, first aid, day to day running of the school and supporting the Office Manager and Senior Leadership Team.

It will be a requirement for the successful candidate to pass a first aid course to support the student medical room.

We offer:

- A friendly, hardworking, supportive environment
- Excellent CPD opportunities
- Supportive Line Management

To apply please contact Mrs T Doyle for an application pack – tdoyle@eph.e21c.co.uk

Closing date: 1pm Friday 10th July 2020

Education for the 21st Century is committed to safeguarding and promoting the welfare of young people. The successful applicant will be subject to a check against List 99 and an enhanced Disclosure and Barring Service.