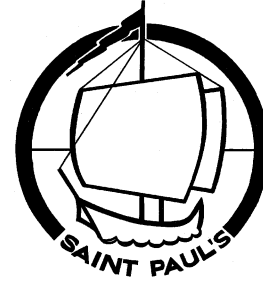


**St Paul's CE Junior School**  
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[www.stpauls.wokingham.sch.uk](http://www.stpauls.wokingham.sch.uk)



## **School Secretary**

**Grade 5 – 35 hours per week, Hours 7.45am – 3.45pm**  
**Actual salary £19876-£21944 (FTE £22183-£24491)**

We are looking to appoint a School Secretary to join our busy and hardworking admin team. This is a term time role with INSET days plus an additional 2 weeks.

Applications are invited for an experienced, calm, well organised and efficient person with a measured approach who will be responsible for the day to day running of the school office and management of the admin team. Excellent ICT skills and a sense of humour are essential.

This position would suit someone who understands the importance of good customer service and who prides themselves on attention to detail. A professional and flexible approach is required and previous experience of working in a school setting is desirable.

Visits to the school are warmly welcomed. To discuss this opportunity and for further details please contact Zahida Deen, School Business Manager. An application form and job description are available on our website, see Vacancies [www.stpauls.wokingham.sch.uk](http://www.stpauls.wokingham.sch.uk)

*Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  
All appointments are subject to an Enhanced DBS Disclosure Procedure.*

**Closing date: Thursday 21st July 2022**  
**Interviews: Friday 22nd July 2022**