

## VANDYKE UPPER SCHOOL

Vandyke Road, Leighton Buzzard,  
Bedfordshire, LU7 3DY.

Tel: 01525 636700. Fax: 01525 636701

Email: [recruitment@vandyke.cbeds.co.uk](mailto:recruitment@vandyke.cbeds.co.uk)

Web: [www.vandyke.beds.sch.uk](http://www.vandyke.beds.sch.uk)



13-18 Mixed Comprehensive

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### Administration Assistant (Cover)

Level 2 (points 13-16), from £9,079 to £9,590 per annum for 23.5 hours per week term-time plus 23.5 hours to be worked outside term-time (based on full-time salary of £16,491 to £17,419)  
Post available immediately. Please see job description for details.

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You will be joining a very strong team in a growing and thriving Academy with a clear vision and ambition for our students and a reputation for high-quality staff/student relationships.

The school is committed to safeguarding and promoting the welfare of young people. An enhanced DBS check is required for all successful applicants.

**Please visit our website for on-line details and application form,  
or contact Mrs Helen O'Connell, Senior Finance and Personnel Officer.**

**Closing date: 12 noon, Friday 5<sup>th</sup> May 2017.**

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