



Administrative Assistant – September 2009

Salary Scale: £15,607 - £17,229

Work for 40 Weeks a year

Local Government pension

Brand new working environment

A unique opportunity to work as part of a highly motivated team helping to establish a brand new Academy in the London Borough of Barnet.

Wren Academy is a new secondary school which opened in September 2008, with a specialism in Design and the Built Environment. Starting with 162 children, the Academy will grow each year to reach its optimum size of 1000 students.

This is an interesting and varied role for someone with relevant administrative experience. Excellent organisational, interpersonal, communication and 'hands on' skills are required. Successful applicants will be a good team member, with the ability to be flexible and positive.

The role will develop as the Academy grows and it is likely that other administrative and organisational responsibilities will follow for the right candidate.

Closing date: Noon on Monday 6th July 2009

Interviews on Thursday 9th July

Wren Academy, Warnham Road, North Finchley, LONDON N12 9NW