



MILLAIS SCHOOL

DEPOT ROAD
HORSHAM
WEST SUSSEX RH13 5HR
Tel: 01403 254932 Fax: 01403 211729
Headteacher – Mr Leon Nettley



11-16 Girls' Comprehensive (1500 on roll)
A DCSF designated Language College and Training School

HUMAN RESOURCES OFFICER

37 Hour Week – Term Time Only (9am-5pm Mon-Thu, 9am-4.30pm Fri) + inset days and 1 week holiday working
Grade 5, SCP17-19 £16,830 - £17,802 pro rata (equates to £14,694 – £15,543)

We are looking for an efficient, energetic and resourceful person with considerable initiative, to deliver consistent HR services and maintain our central CRB records. Previous experience in an educational or HR setting advantageous. Personal qualities are as important for this post as excellent administrative skills, and a high level of competence with ICT.

GENERAL ADMIN & EXAMINATIONS ASSISTANT

(25 hours per week, 5 days a week, 8.30am-1.30pm Term Time Only)
Grade 3, SCP 11-13, £14,733-15,444 pro rata (equates to £8,270-£8,669)

We are looking for a cheerful outgoing individual who is well organised, self-confident, has good ICT, communication and interpersonal skills to join our team at Millais. You will support our Directors of Learning and our Examinations Officer.

To download details and an application form, please visit www.millais.co.uk or contact Mrs D Davis on lettings@millais.co.uk (01403 282013).

Millais is an equal opportunities employer and is committed to the safeguarding of children, and an enhanced CRB check will be made on the successful applicant.

Closing date for applications: Friday 26 March 12noon
Interviews: HR officer – Wednesday 31 March, Admin Asst – To be arranged