

1st September 2010

Dear Applicant.

Thank you for showing an interest in our School Administration officer position.

Here at Frimley we have two administration officers who share a dual role. This position is in the main responsible for the computer / data inputting, word processing outputs of a high quality and receptionist / telephone / general office duties.

The hours are from 8:30 – 3:00 daily for the school year ie 40 weeks per year plus two weeks prior to school starting at the beginning of each year.

Salary rate - Administration Grade B Step 9 \$ 39604 per annum. This may be negotiable depending on the previous experience and level of skill of the successful applicant.

Applications close on Wed 15 September 2010 4pm school office.

Interviews During the week 20th – 24th September 2010

Starting date Mon 11 October 2010. Negotiable with successful applicant

With your application you can either do this by letter or forward your C.V. It is essential that you name two referees in your application who can comment on your ability as a professional to undertake the duties that have been outlined.

The Frimley School Board of Trustees is an Equal Employment Opportunities Employer with a Smokefree Environment Policy. All employees are encouraged to join their appropriate union and are subjected to three yearly police vet.

We look forward to receiving your application for this exciting position.

Kind regards

Malcolm Dixon
Principal