

**Queen Elizabeth High School
Hexham, NE46 3JB.**

ADMIN. ASSISTANT

**(30 hrs. p.w. term time + 10 days
in school holidays)**

Required for September 2008 to work
with a deputy head, the Arts College Team
and a number of departments.

Experience of using Microsoft Office
applications to a high level essential.

Salary: Former APT&C Scale 3

Application form and further details by sae to Tony
Webster, Headteacher, or e-mail

head@queenelizabeth.northumberland.sch.uk

Closing date 11 July. An Investor in People