



## LUDLOW CHURCH OF ENGLAND SCHOOL

The Burway, Bromfield Road, Ludlow, Shropshire SY8  
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Email: [admin@ludlowschool.com](mailto:admin@ludlowschool.com)  
Website: [www.ludlowschool.com](http://www.ludlowschool.com)  
Headteacher: P Hearle  
NOR: 587



*Ludlow CE School is part of the Bishop Anthony Educational Trust*

### **Administration Assistant / Receptionist Required ASAP**

**15 hours per week, term time only/43.21 weeks  
Grade 4 (£9.55 per hour)  
(£18,426 per annum *pro-rata*)**

We are seeking a skilled receptionist/administrator to work in our busy office for 2 days a week, supporting the daily functions of the school. The post requires excellent IT skills and the ability to communicate effectively at all levels.

Ludlow School is committed to developing and supporting leadership at all levels. We provide an enriching educational experience for all at Ludlow, which is a popular 11 to 16 all-ability school situated in the beautiful South Shropshire Hills.

The Bishop Anthony Educational Trust and its academies are committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This post is subject to an enhanced DBS check and will follow a safer recruitment policy.

For further information and an application pack, please contact Sharon Vickers ([s.vickers@ludlowschool.com](mailto:s.vickers@ludlowschool.com)), or call 01584 813813.

**Closing date: Wednesday 26<sup>th</sup> June 2019 (midday)  
Interviews will be held week commencing 1<sup>st</sup> July 2019**