



Enville Road, Kinver, Stourbridge, DY7 6AA. Tel: 01384 686900  
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### **Apprentice Administration Assistant**

**Term Time only, 37 hours per week  
Apprentice (£3.90 per hour)**

### **Required ASAP**

The Head Teacher and Governors of Kinver High School require an Apprentice Administration Assistant to work under the supervision of the Office Manager to provide Administrative support for the school.

We are committed to safeguarding and promoting the welfare of the children; therefore this post is subject to medical clearance and an enhanced DBS check.

NB: We reserve the right to close vacancies before the advertised date if a large number of applications have been received.

Applications should be sent to Miss Leanne Fullwood at  
[lfullwood@kinverhigh.co.uk](mailto:lfullwood@kinverhigh.co.uk)

For further details, please contact Miss Leanne Fullwood on 01384 686900.

**Closing date: Monday 24<sup>th</sup> February 2020  
Interviews: w/c 24<sup>th</sup> February 2020**