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## EDUCATION SERVICES

**YSGOL PENCAE**

## Craiglwyd Road, Penmaenmawr LL34 6YG

## Headteacher: Mr Owain Ellis

## Tel: 01492 622219

Email: pennaeth@pencae.conwy.sch.uk

Required as soon as possible

**ADMINISTRATIVE ASSISTANT**

Hours: 37 hours per week, term time only

Salary: Grade G04 NJC point 8 – 11 - £19,182 - £20,258 per annum

Applications are invited for the above post. Experience in administrative and computer skills is essential. The ability to communicate through the medium of Welsh and English is essential.

Due to the nature of the post the successful candidate will be subject

to a Disclosure by the Disclosure and Barring Service.

For further information regarding the post please contact the school on (01492) 622219

**To apply for this vacancy, please visit www.conwy.gov.uk/jobs to apply online.**

**Please note the authority no longer issues application forms and does not accept CVs.**

Conwy is committed to safeguarding - qualifications and references will be verified

If not informed within 3 weeks of the closing date, candidates must assume they have not

been shortlisted for interview and will therefore not be notified in writing.

### In promoting equal opportunities Conwy welcomes applicants from all sections of the community. All disabled applicants who meet the essential job requirements will be guaranteed an interview