



**Bowden House School**  
**Firle Road**  
**Seaford**  
**East Sussex**  
**BN25 2JB**

**Administrative Officer**

Term-time only 16.5 hours per week

Three days per week Mon – Wed 09.15 to 14.45

Salary range £7,796 to £7,970

Location - Approximately 8 miles from Eastbourne and 12 miles from Brighton.

Bowden House School is a special, residential school for boys with social, emotional and mental health difficulties.

The post holder will work closely with the School Business Manager in the provision of a high quality, efficient administrative support service to the school.

Duties will include the maintenance of the SIMs and Behaviour Watch administration system for students; maintaining the schools electronic diary system; booking and taking notes for students reviews; welcoming and responding to the needs of visitors to the school and the day-to-day office tasks such as ordering of goods; acting upon telephone enquiries/messages.

The Job Description and Person Specification fully outline the requirements of this post. All annual leave entitlement must be taken during the school holiday periods.

The closing date for applications is: 17 October 2021

All applicants should send their requests via the school's e-mail: [admin@bowdenhouse.towerhamlets.sch.uk](mailto:admin@bowdenhouse.towerhamlets.sch.uk) or by telephone 01323 893138.

"The school is committed to the Safeguarding and promoting the welfare of children and expects all staff to share this commitment".