



## **WESTCLIFF HIGH SCHOOL FOR GIRLS**

Kenilworth Gardens  
Westcliff-On-Sea,  
Essex, SS0 0BS  
Tel. 01702 476026  
e-mail [vacancies@whsg.info](mailto:vacancies@whsg.info)

### **ADMINISTRATOR (TRIPS AND SOCIAL MEDIA)**

**Salary in the range LGS Band 2, Point 11-14 (£13,429 - 14,256 actual including holiday pay) 8:30 – 4:30 4 days 8:30 – 4:00 one day, 37 hours per week, term time plus INSET days.**

Required to start as soon as possible; an efficient and committed individual to take responsibility for organising school trips, visits, maintain the school website with news stories and manage school social media.

Excellent communication skills and proven experience in administration and organisation required. Please include within your application the details of your social media experience.

Westcliff High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure via the eDBS which meets the requirements of the school.

Further details and an electronic application pack may be found on the school website [www.whsg.info](http://www.whsg.info) and then click the link to vacancies.

Closing date is Monday 16<sup>th</sup> April 2018, noon.