



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

**TOWN CLOSE SCHOOL, NORWICH**  
**Administrative Assistant – Prep Department**  
**Required from 23<sup>rd</sup> September 2024**

34 hours per week term time over 4 days - Monday, Tuesday, Wednesday and Friday  
Plus additional hours to provide annual leave cover  
£22,493 to £27,222 pro rata

Enthusiastic, positive, flexible and proactive administrator required for this varied role in our busy school office.  
Must be well organised with excellent attention to detail, able to multi-task and be willing to administer first aid.

Further information, including a job description and details of the application process may be obtained from our website [townclose.com](http://townclose.com)

Closing date for applications: **Wednesday 14<sup>th</sup> August 2024**  
Interviews to take place on: **Friday 23<sup>rd</sup> August 2024**

*Town Close House Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*