

**THE FOREST SCHOOL**  
**COMPTONS LANE HORSHAM**  
**WEST SUSSEX RH13 5NW**  
Tel: 01403 261086 Fax: 01403 217150  
e-mail: [office@forest.w-sussex.sch.uk](mailto:office@forest.w-sussex.sch.uk)  
[www.theforestschool.com](http://www.theforestschool.com)



**Part time**  
**Administrative Assistant**  
**10.30am – 4.30pm term-time only**

**Salary: Grade 3**  
**(Currently £14,545 to £15,247) pro-rata**

We are seeking a well-qualified, enthusiastic individual to join the school administrative team. Strong ICT skills in Word and Excel are essential, together with excellent typing and communication skills. You must be a team player, keen to learn new skills and take on new challenges.

Further details and application form available on our website or from the Office Supervisor, Michelle Wright  
Telephone 01403 261086  
Closing date: 05.10.09



Engineering

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