



PART-TIME ADMIN/ACCOUNTS ASSISTANT

(16 hours per week – term time only)
Competitive Rate of Pay

We are looking to appoint an enthusiastic, flexible and hardworking Administrative Assistant to support the School Bursar.

The successful applicant should have good IT skills including knowledge of Microsoft Office. Basic accounts experience preferred but not essential as training will be given.

Please email office@ardvreck.org.uk for an application form and further details of the appointment.

Applications should be sent by to Mrs Diane Crighton, Bursar, Ardvreck School,
Gwydyr Road, Crieff, PH7 4EX

Closing Date: 18th May 2018

Registered Scottish Charity No: SC009886