



The Government of Sark

EDUCATION COMMITTEE

A COMMITTEE OF THE CHIEF PLEAS OF SARK

COMMITTEE OFFICE, LA CHASSE MARETTE, SARK GY10 1SF

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EDUCATION ADMINISTRATOR

The Committee is looking to appoint a part time staff member to undertake the following tasks under the supervision of the Director of Education. The work includes:-

- **Providing administrative support to the Head of School and the Director of Education**
- **Acting as Secretary to the Board of Education**
- **Planning, organising and coordinating activities concerned with education**
- **Maintaining paper records and keeping accurate online documentation**

If you are interested, you'll need project planning administrative and/or legal experience, with excellent all round IT skills. Hours will vary but are expected to average 3 – 5 hours per week and are flexible apart from the need to attend Board of Education meetings.

Further details of the work and remuneration are available from the Chair of the Education Committee by email

pauline.mallinson@gov.sark.gg or from the Committee Office.

Applications should be sent to that email address or delivered to the Committee Office before Friday, 27th April 2018.

Posted 20th April 2018