



**Birmingham
South**

**Administrative Assistant
Required for 25 hours a week
FTE £18,795 (NJC point 5)
Actual salary £12,699
(Subject to pending pay award 20/21)**

**Home-Start Birmingham South requires
an experienced Administrative Assistant.
Must have excellent computer skills and the ability to undertake all
general office duties as well as the ability to input data and produce
reports as required. The successful person will be dealing with sensitive
information so an understanding of confidentiality is essential.**

Hours to be worked Monday-Friday.

A DBS check will be required.

**Home-Start is an equal opportunities employer who
is committed to safeguarding.**

Registered Charity No. 1114872

Closing Date 20th August @ 12 noon.

**For an informal discussion or application pack
phone 0121 476 3759 or email contactus@homestartbs.org.uk**