

ADMIN ASSISTANT REQUIRED



Partnership of Catholic Schools

Holy Family Catholic Primary School
Kirton Lane, Stainforth
DN7 5BL

Part Time

Permanent

Required: December 2023

Application forms can be requested, and should be returned to the school by emailing

Sarah.cashmore@francisxavier.co.uk

Our partnership of schools are committed to safeguarding and promoting the welfare of children. This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level.

Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.

Closing Date: Monday 6th November 2023, 11am

Interview Date: Monday 13th November 2023

Salary Range: Grade 5.04 (£12,097)

Permanent, Term Time Only

Monday-Friday, 8:30am – 2:00pm

The children, staff and governors of our schools would like to appoint an Admin Assistant to join our team

Requirements:-

- Support fully our Catholic ethos, vision and values
- GCSE C (or equivalent) English and Mathematics
- Previous experience in a busy administration office is essential, school experience desirable
- Possess excellent communication and interpersonal skills with parents and other stakeholders
- Communicate effectively with parents both face to face and via telephone
- Be committed to their own continuing professional development
- Be willing to undertake any training required
- Able to cover duties and support the smooth running of the school as needed
- Remain calm under pressure
- Be a team player with the ability to work individually using their own initiative
- Have high expectations of themselves and others
- Experience of SIMS.net desirable
- Use Excel and Word proficiently
- Excellent literacy skills
- Need to be flexible in working hours. This will include cover when needed

