

**Administration Assistant** to start as soon as possible.

36 hours per week, Monday to Friday, term time (plus 5 inset days)

Grade 4 – SCP 19-21 (£21,198 - £22,425 pa pro-rata) dependant on experience.

We are looking for a dedicated, highly motivated and enthusiastic individual to contribute to our vibrant, caring and inspiring multi-cultural Catholic school.

**In this key role, you will:**

- Have experience of working within a demanding office environment
- Have effective communication skills
- Be a proactive and well organised individual with a meticulous approach to their workloads
- Be enthusiastic and resourceful with a keen drive to succeed and ensure office management is delivered consistently
- Good understanding of Health and Safety regulations
- Good personal organisation and time management skills
- Awareness and understanding of safety and security measures.

**If this is the school for you we can offer:**

- A 'Good' school, Ofsted July 2018
- Happy and motivated children who enjoy learning
- Excellent support from governors. Senior leadership team, parents/carers and the local community
- Strong commitment to the professional development of our staff
- A strong team of dedicated staff
- An exciting opportunity and a lot of fun

**School Details and Application Method**

If you feel you would enjoy the challenge that this role offers we would be delighted to hear from you. Application forms, Job description and person specification can be downloaded from our website – [www.stmaryscatholicprimaryschoolstrust.co.uk](http://www.stmaryscatholicprimaryschoolstrust.co.uk)

Please send completed application forms to [admin@st-mary-jun.croydon.sch.uk](mailto:admin@st-mary-jun.croydon.sch.uk) or by post to the Office Manager at the address below.

**St Mary's Catholic Junior School,  
Sydenham Road,  
Croydon,  
CR0 2EW**

**Please note CV's will not be accepted.**

**This post is subject to an enhanced DBS check.**

**Visits to the school are warmly welcomed.**

Please call the school office on 0208 688 4893 if you wish to arrange a visit.

**Closing Date:** 12 Noon Friday 16th November 2018

**Interviews:** Thursday 22<sup>nd</sup> November 2018

**Shortlisted candidates will be notified by email or telephone.**

## **Equalities and Safeguarding**

St Mary's Catholic Junior School is fully committed to safeguarding and promoting the welfare of children and we implement all elements of the safer recruitment process.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced DBS Disclosure. Original evidence of right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits or Indefinite Leave to Remain.

St Mary's Catholic Junior School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.