

Senior Administrator

St Joseph's Catholic Primary School- Chapel Street, Devonport, Plymouth, PL1 4DJ

18 hours per week over Monday to Friday, term time (including 5 inset days)

Salary Spinal Point 22-25 (£21,074 - £23,111 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 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.

St Joseph's Catholic Primary 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 subject to an enhanced DBS check.

If you feel you would enjoy the challenge that this role offers, we would be delighted to hear from you. Please email the School Office on st.josephs.rc.primary.school@plymouth.gov.uk, to request an application form and job description.

Please send completed application forms to st.josephs.rc.primary.school@plymouth.gov.uk or by post for the attention of the Headteacher at the address above.

Please note CV's will not be accepted.

Visits to the school are warmly welcomed. Please call the school office on 01752 563185 to arrange a visit.

Closing Date: Monday 14th January 2019 at 5pm

Shortlisted candidates will be notified by email or telephone.