



ST MARY'S CATHOLIC HIGH SCHOOL
a Catholic Voluntary Academy
Newbold Road, Upper Newbold,
CHESTERFIELD S41 8AG

PART-TIME ADMINISTRATION ASSISTANT

To commence as soon as possible

20 hours per week (mornings over 5 days – start/finish times are negotiable)

41 weeks per year (including 2 weeks in the summer holidays)

Annual Salary Grade 4/5 SCP 3-5 (£18,562 - £19,312 F.T.E) (£8,911 – £9,271 *actual salary*)

St Mary's Catholic High School are looking for a highly motivated, competent, and enthusiastic Admin Assistant to join our friendly and hardworking Admin Team.

Applicants must have excellent organisational skills, a good level of numeracy and literacy skills, 5 GCSEs Grade 4 or above including English and Maths and experience in using IT software including Microsoft packages. You will be a team player, confident with effective communication, and have a flexible approach and the ability to prioritise your workload to meet deadlines. Previous experience of working in a busy office environment is essential.

TO APPLY YOU MUST COMPLETE AND RETURN THE SCHOOL'S APPLICATION FORM. CVS WILL NOT BE ACCEPTED.

Potential candidates would be most welcome to have an informal telephone conversation with the Admin Lead prior to applying and if you would like to do so please contact the Headteacher's PA, Mrs Rachel Gilding.

Application packs may be downloaded from the school's website www.st-maryshigh.derbyshire.sch.uk or alternatively please telephone Mrs R Gilding, Headteacher's PA on 01246 905001 or e-mail rgilding@stmaryschesterfield.org.uk for further information or an application pack.

Closing date: **9.00 am on 26 January 2022**

Please note that applications will be considered as they are received and, therefore, we urge candidates to submit an application as soon as possible as we reserve the right to appoint before the closing date.

St Mary's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.