

ST CATHERINE'S CATHOLIC PRIMARY SCHOOL

Highdown Drive, Littlehampton, West Sussex BN17 6HL



The Governors of St Catherine's Catholic Primary School are seeking to appoint for the following position:

OFFICE ADMINISTRATION ASSISTANT – PART-TIME

Hours: Monday to Friday – 8.30am to 1.00pm

We are looking for an efficient, confident, resourceful and approachable person to join our friendly, welcoming team. The post is for 22.5 hours per week, term time only + 5 weeks holiday pay, covering the times indicated above. The grade will be W02 point 2-3 (£20441-£20812 pro rata (£10470-£10660 actual)). Experience of working within a school environment is desirable but not essential as full training will be giving as necessary.

The post-holder will be located in the very busy front office and be a point of contact for parents, pupils and all school visitors. We are looking for someone who:

- Has a welcoming manner with good interpersonal skills
- Is IT literate and able to use Microsoft Office packages
- Can communicate well with different people including children and adults
- Can remain calm under pressure
- Is hard working, self-motivated, can use own initiative and be flexible
- Is kind, caring and tactful
- Is passionate about being part of our school community
- Is a good team player
- Will support the ethos of our Catholic School

The job description and personal specification provide more details of what is expected from the individual in this role.

We can offer:

- Opportunities for training and development
- A supportive and friendly working environment
- An opportunity to contribute to the development of the children in our school

St Catherine's Catholic Primary School is committed to safeguarding and promoting the welfare of our children and expects all staff to share this commitment. We ensure that our recruitment and selection practice reflects this.

This post is subject to satisfactory Disclosure and Barring Service (DBS) and other pre-employment checks.

Applications

Please contact Mrs Sandy Ward (School Business Manager) on 01903 716039 or by email (office@st-catherines.w-sussex.sch.uk) for an application pack. Visits to the School are welcome.

Closing Date: 16 June 2023

Interviews: W/C 19 June 2023