



**School Office Administrator – Grade 2**

**Salary: £18,887 - £20,852**  
**Permanent, Full Time**  
**Hours of Work: 36.5hrs/week (banked hours)**

**Location: SS Peter & Paul Catholic Primary School**  
**Kingsbury Rd, Erdington, Birmingham, B24 9ND**  
**[www.ssptrpl.net](http://www.ssptrpl.net)**

**Start date: ASAP**

**The St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing seven Primary Schools and two Secondary Schools. Our schools are based in Sutton Coldfield, Erdington and Aston.**

The ethos of St John Paul II Multi Academy is Catholic and was founded by the Catholic Church to provide education for children of Catholic families.

As a Catholic multi academy, we aim to provide a Catholic education for all our pupils. As a Catholic multi academy, Catholic doctrine and practice permeate every aspect of every one of our school's activities. It is essential that the Catholic character of the school's education be fully supported by all staff within the multi academy. We therefore hope that all staff will give their full, unreserved and positive support for the aims and ethos of the St John Paul II Multi Academy.

**SS Peter & Paul Catholic Primary School is a popular one form entry school. The Governors wish to appoint a professional, active and friendly School Office Administrator to join our team. The School Office Administrator is the first point of call for visitors to the school, parents, staff and children. As the 'face' of the school this person should be welcoming, personable, helpful and able to represent the School in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multi task, work flexibly and have a 'can do' approach to work, as no two days are the same. The core purpose of the role is to contribute to the smooth running of the school through efficient, organised and accurate task administration. You must be professional and polite at all times; proving to be a good role model for our children and families.**

**The successful applicants will:**

- **be supportive of the Catholic ethos of our school.**
- **be enthusiastic and a good communicator.**
- **have high standards of oral, written, numeracy and IT skills.**
- **experience of working within a Catholic school would be desirable but not essential.**
- **be committed to safeguarding and promoting the wellbeing of all children.**

**We are a friendly staff and have an outstanding reputation.**

**Informal visits to the school are most welcome. Please call the school office to make an appointment.**

**E-mail: [enquiry@ssptrpl.net](mailto:enquiry@ssptrpl.net)**

**Tel.: 0121 675 6028**

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff



and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants.

The deadline for applications is **12pm on Monday 20th June 2022**

**Please note we do not accept CVs, applications will only be considered if received on a Catholic Education application form.**

*If this sounds like the right opportunity for you please contact:*

*information email: [hr@sjp2.net](mailto:hr@sjp2.net). Please follow the links on our website to apply*

*<http://johnpaulii.co.uk/vacancies>*