



**MAC Schools Administration Support Officer**  
**Salary: Grade 3 (£21,269 - £27,514)**  
**Contract type: Permanent (with probationary period) Term Time only**  
**36.5hrs per week**

**Benefits: Employee assistance programme, CPD opportunities,  
Local government pension scheme**

**Location: Rotating work pattern with all the single form entry schools within  
the MAC and centrally.**

**Start Date: 5 September 2022**

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, Walmley, 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.

We have an excellent opportunity for an experienced and enthusiastic individual to join our dedicated team as a MAC School Administration Support Officer. The MAC school administration support officer will be working across all the single form entry schools within the MAC and centrally. They will work alongside the school office staff to provide a professional, effective and efficient service to all our internal and external stakeholders

The Job Description and Person Specification, including requirements of knowledge and experience, is provided with this advertisement. Prospective applicants should address all elements of the Person Specification prior to making an application.

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.

**St. John Paul II Multi Academy**

Registered Office: c/o Sacred Heart Catholic Primary School, Earlsbury Gardens, Birmingham, B20 3AE

E: enquiry@sjp2.net | T: 01218278664 | W: johnpaulii.co.uk.

Catholic Senior Executive Leader (CSEL): Mr M. Emery

Company House Registered No. 08706247





The deadline for applications: 4pm 15th August 2022

If this sounds like the right opportunity for you please follow the online application process under the 'vacancies' section at <https://johnpaulii.co.uk/vacancies/>  
For further information, please email [hr@sjp2.net](mailto:hr@sjp2.net)

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