



St. Edmund Campion Catholic School

Sutton Road, Erdington, Birmingham B23 5XA

Administrative Assistant

Salary Range: Grade 2 (£22,366 - £24,702 pro-rata)

Required for January 2024

Working Pattern: 36.5hrs per week, term time only + 10 Days

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.

We are looking to appoint a welcoming, professional and experienced School Administrator to provide reception, administration and secretarial support for our busy school office. The position is to start as soon as possible.

Whilst experience working in a school environment is desirable, it is not essential. Governors wish to appoint someone who:

- has a positive outlook and a good work ethic
- will contribute to the school ethos, values and mission statement
- will communicate effectively with parents, pupils, visitors and staff
- remains calm and positive under pressure
- can work with minimum supervision and as part of a team
- will use initiative to support the Headteacher, Senior Leadership Team and school staff
- has an excellent level of literacy and ICT skills
- has experience in an administration field. This is essential

This school is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable) qualifications (where applicable) medical fitness; identity and right to work. The school promotes equal opportunities for all.

Closing Date for applications: 12noon Friday 15th December 2023

Interviews will take place week commencing: Monday 18th December 2023

For more information about St. Edmund Campion Catholic School please visit our website:

www.stedcamp.bham.sch.uk

Please note we do not accept CVs. Applications will only be considered if received on a Catholic Education application form, which can be found by visiting the following website:

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