



Administration Assistant

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

36.5 hours per week (5 days) - term time only fixed contract from 19th February 2024 to 31st August 2024

**Location: SS Mary and John Catholic Primary School
Erdington B23**

Start Date: 19th February 2024

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 Mary & John Catholic Primary School is a two form entry, Catholic multicultural school situated in Erdington, Birmingham, with a very happy family environment. We have supportive parents and children who are well mannered and enjoy coming to school.

We have an excellent opportunity for an enthusiastic individual to join our school office team. Good admin and interpersonal skills are essential for this role.

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. An online search will be undertaken on all shortlisted



candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

The deadline for applications **Monday 15th January 2024.**

Interviews to be held Friday 19th January 2024

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