



Office Administration Assistant

Salary: (£22,366 - £24,702) FTE pro rata
Hours of Work: Part Time 2 days per week
8.30am – 4:18pm, Term Time Only

**Location: St Nicholas Catholic Primary School, Jockey Road, Boldmere
Sutton Coldfield B73 5US**
Start date: ASAP-September/ October 2024

St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing seven Primary and two Secondary Schools, all 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. This post can be undertaken by either a practising Catholic or someone who is non-Catholic.

St Nicholas Catholic Primary School is looking 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 multitask, 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 or working in 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. by contacting Mrs K. Capaldi or Mrs C. Sotgiu in the school office on 0121 355 2649 or Email enquiry@stnicholassutton.org.uk.

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





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: Friday 30th August 2024 by 12.00pm

**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**

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

