

ST LEONARD'S



CATHOLIC SCHOOL

ADMINISTRATIVE ASSISTANT

30 HOURS PER WEEK (TERM TIME ONLY + 5 DAYS)
SALARY Grade 2 (Scale pt. 10-13) £16,863 – £17,391 PRO RATA
11-18 Comprehensive School, No. on Roll: 1391 (237 in the Sixth Form)

The Governors of this successful school are seeking to appoint an enthusiastic, self-confident and flexible person for the permanent post of Administrative Assistant for February/March 2019. The successful candidate will have:

- The minimum educational requirement of 4 passes (including English) at GCSE (Grade A-C) or equivalent
- Excellent ICT skills, experience of using Microsoft Office
- Excellent communication and organisational skills
- The ability to work independently and as part of a team
- Experience of Schools Information Management Systems (SIMS) would be an advantage but not essential as full training will be provided

The successful candidate will be a motivated, well organised person who can work under demanding conditions and will be able to deliver a consistently high standard of work. To be responsible for the checking and distribution of incoming goods and post and also general administrative tasks. Taking Christ as a model for life, St Leonard's Catholic School endeavours to pursue excellence in all and for all and is committed to the professional development of all staff.

CES Application form and further details are available from:
St Leonard's Catholic School, North End, Durham DH1 4NG
Telephone: 0191 3848575

Details are also available on the school website: www.st-leonards.durham.sch.uk

Closing date for the receipt of applications is 12 noon on Monday 11th February 2019.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any appointment is subject to an enhanced D.B.S. check.

The Governing Body is an Equal Opportunity Employer.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

This post is not open to job share.

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MULTI ACADEMY TRUST