



St. Monica's Catholic Primary School

St. Monica's Close, Appleton, Warrington, WA4 3AW

Job Title: School Administrative Assistant
(Maternity Cover - Temporary Contract 9 - 12 months)

Grade: Grade 4, SCP 6 - £11.39 per hour.
Actual Pro Rata Annual Salary: £13,728.87

Hours: 27 hours / week. (Term Time Only)

The Governors of St Monica's Catholic Primary School are seeking to employ a friendly, enthusiastic and dedicated person to join our office team on a temporary contract, working in a busy environment, delivering an outstanding support service to our pupils, staff, parents, governors and visitors.

The successful applicant will need to be highly organised to manage the demands of this busy office environment where attention to detail and confidentiality are paramount. You will need to work well as part of a team and be willing and able to work flexibly, as needed. You will need to be dedicated in supporting, upholding and further developing the vision and Christian ethos of our school.

St Monica's Catholic Primary School offers extremely supportive and hardworking staff, governors and well-behaved, friendly and motivated children who have a zest for learning.

We are seeking an individual who will:

- Make a positive contribution to the life of the school, conveying a 'can do' attitude
- Be the first point of contact for visitors via reception and the telephone – able to communicate effectively with a wide range of people, always being friendly and professional
- Demonstrate excellent organisational, time-management, interpersonal and communication skills
- Have excellent IT skills
- Have a flexible approach to work, willingness to go above and beyond for our children whilst working in a fast paced office environment
- Be able to maintain high levels of discretion and confidentiality
- Manage a busy workload; have the ability to multi-task and prioritise own workload to ensure deadlines are met, always with a smile
- Promote and follow required school policies and procedures
- Knowledge and understanding of school safeguarding and H&S procedures

Key dates:

Closing date: Monday 27th February 2023 at 12 Noon

Shortlisting: Wednesday 29th February 2023 at 4pm

Interview date: Monday 6th March 2023

How to apply

Application Forms and further information are available from the school website www.stmonicasprimary.co.uk or by contacting the school via email on stmonicas_primary@sch.warrington.gov.uk. Application information can also be found at <https://www.warrington.gov.uk/jobs>

Please forward completed applications to stmonicas_primary_head@sch.warrington.gov.uk by **closing date: Monday 27th February 2023 at 12 Noon**