

Permanent Administration and Organisation Assistant

Grade 2/3 (SCP 2-5) £22,366 - £23,500 FTE
(Grade dependant on experience and qualifications)

Permanent Post 37 hours per week Term time only

Actual salary range £18,720 - £19,670

Start Date - ASAP

St Cuthbert's Roman Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people.

The Directors of St Cuthbert's RC Academy Trust are seeking to appoint a hardworking, adaptable and motivated Administration and Organisation Assistant to join the office team at St Thomas More VC Academy.

You will be expected to be a team player and contribute to the school's administrative, financial and support services and be the first point of contact for our parents and visitors on reception.

Supported by the Office Manager, we would like you to:

- provide general administrative and low-level financial support;
- undertake reception and telephone duties;
- ensure that all visitors are warmly and professionally welcomed;
- maintain accurate manual and computerised records and data bases;
- undertake creating and updating documents using Microsoft package;
- maintain stock and supplies, cataloguing and distributing as required;
- undertake training and other learning activities to develop in the role;
- effectively contribute to the overall ethos, work and aims of our school.

What we offer:

- A school committed to developing each child as an individual to their full potential
- Happy children who are eager to learn
- A commitment to quality professional development for all
- The opportunity to join a forward-thinking, supportive and caring team

Benefits for you include:

- cycle to work scheme
- use of Trust fitness gym (based at St Mary's College)
- discounted local authority leisure and sports facilities
- employee assistance and counselling service, wellbeing support and advice
- option to join payable Health Care scheme
- Free onsite parking

Before making your application please note: In line with the "Keeping Children Safe in Education 2022" as part of the safer recruiting requirements, an online and social media search will be conducted as part of our safer recruitment processes. This will be conducted by Human Resources and will only be undertaken if the (your) application is to be shortlisted. The aim of the search is to specifically check the candidate's (your) suitability for the job, and that there is nothing evident that would undermine that. By proceeding with your application, the applicant (you) is agreeing for the search to be undertaken.

We are committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity. We are also committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust child protection policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment.

For further information and an application form, please visit www.scrca.org/vacancies
Completed applications to be returned by email to admin@stmhull.org

Closing date: 27/11/2023 at 9am

Shortlisting date: 27/11/2023

Interview date: 29/11/2023

Applicants must support the Catholic ethos of our school.

Candidates who are successfully shortlisted will be contacted shortly after the closing date.

St Cuthbert's RC Academy Trust is an equal opportunities employer.