

## Vantage Teaching School Hub at St Mary's College

### Requires an Administration Assistant

Start date: As soon as possible

Grade 4 (Scp 5-7) £23,500 – £24,294 FTE  
Actual Gross Annual Salary £20,187 – £20,869

37 hours per week, term time only, plus 5 days

**(Part time hours would be considered for the right candidate – please state the number of days/hours you would like to be considered for on page 2 of Support Staff Application Form).**

Fixed Term Contract to 31<sup>st</sup> August 2028 in line with government funding agreement.

***The Teaching School Hub is committed to safeguarding and promoting the welfare of children and young people***

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St Mary's College, part of St Cuthbert's Roman Catholic Academy Trust, is a proud and special place, and was awarded the status of Teaching School Hub in April 2021.

The Vantage Teaching School Hub (VTSH) is a professional community of regional partners who provide DfE approved training programmes to teachers at all stages of their career in education. We cover all schools in the Hull and East Riding regional area. In 2022 we were also designated as an accredited provider of Initial Teacher Training (ITT) from September 2024, operating under the trading name of Vantage North Humber Teacher Training.

We are looking to appoint an Administration Assistant to provide support in all aspects of the Hub. As an Administration Assistant you must have a well organised approach to work, have excellent communications skills, and be able to plan and prioritise your workload. The suitable candidate will provide efficient administration to all functions of our remit.

The ability to engage and manage partner relations, efficiently forward plan and prioritise work with a high level of accuracy are essential requirements for this post. The role will also require the successful candidate to be able to travel across the region to attend events and meet delegates with other members of the VTSH team.

To apply for this role please complete a Support Staff Application form (November 2021) which are available from the Trust website [www.scrcaat.org/vacancies](http://www.scrcaat.org/vacancies) or alternatively you can collect an application pack from the school reception.

***If you have any queries please contact Jo Sims by email - [JSims@smchull.org](mailto:JSims@smchull.org)***

Applications should be returned by email to [HR@smchull.org](mailto:HR@smchull.org)

**Closing date for applications:** Monday 22nd April 2024 at 9.00 am

**Shortlisting:** Wednesday 24<sup>th</sup> April 2024

**Interviews:** Week commencing Tuesday 29<sup>th</sup> April 2024