



The Role

Location:	Based at St Mary & St Joseph School Pocklington, working for the St Cuthbert's Roman Catholic Academy Trust.
Contract:	Permanent
Hours/ Working Pattern:	35 hours per week, term-time only plus 5 days
Salary/ Hourly Rate:	Grade 3(Scale point 3-5, £22737-£23500)pro rata per annum
Closing Date:	Thursday 14 th December 2023
Interview date:	From Monday 18 th December 2023
Start Date:	January 2024

Are you passionate about supporting our students and staff, using your organisation and service skills working in a busy school office environment? If your experience, energy, personal qualities and values support ours, then we look forward to receiving your application.

Our opportunity

You will provide an efficient, finance/administrative support system to the school, through undertaking financial, administrative, and organisational processes within the school.

The role and work of the admin assistant involves dealing with sensitive and confidential information regarding staff and pupils, it is, therefore, essential to maintain the highest level of confidentiality in relation to school matters.

Experience & Skills

- Experience of administrative work in a busy office environment ideally within an educational setting
- The ability to establish excellent relationships with all pupils and staff
- Excellent communication skills and able to work as part of a team
- A supportive approach to the Catholic ethos of the school and the care the school provides
- Willingness to work towards personal development, attending relevant training courses to support the school's progress

We can offer you:

- Tailored support from our Executive Head, Assistant Head and staff colleagues as we further develop you and give you the skills, encouragement, and experience within the profession to continue to 'love and serve'.



- A welcoming and highly supportive school and wider community
- Friendly children who are eager to learn.
- Personal and professional development opportunities.
- An experienced and committed staff with a supportive Governing Body and wider school/church community

Application Process

Think you're the person for the job?

Please complete the enclosed application. Completed applications must be returned to

Eryn Harrison

erharrison@smchull.org

Application forms are found at -

<https://scrcat.org/vacancies/job-application-packs>

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

The Trust is an equal opportunities employer

St Cuthbert's Roman Catholic Academy Trust is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and barring disclosure.

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.