

St Alban's Catholic High School



“Learning, Respecting, Caring”

Department Administrator (Part-time)

Permanent Contract

Starting Salary Grade 2 Points 3-4
£20,812 - £21,190 (£9,513 - £9,711 pro-rata)

20 hours per week /39 weeks per year (term time only)
Flexible working available during school hours

The Governors are seeking to appoint an enthusiastic and committed individual to provide effective and efficient support. The postholder will be required to provide support to various departments through a variety of administration tasks and cover lunchtime reception as needed. Previous experience in a school environment is preferred though not essential.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

We are open to discussing working days and hours that are mutually beneficial with the successful applicant.

Please note: An early application is advised. Applications are considered on receipt and interviews may be arranged as soon as mutually convenient.

Closing Date: **10am 23 January 2023**
Interviews: **26 January 2023**

Further details and an application form are available on the school's website:
<https://www.st-albans.suffolk.sch.uk/Vacancies/>

Application **and** disclosure forms should be submitted electronically to: recruitment@st-albans.suffolk.sch.uk

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.