St Alban's Catholic High School

"Learning, Respecting, Caring"

Student Reception/Administrator
(Part-time)

Permanent Contract

Starting Salary Grade 2 Points 3-4
£20,812 - £21,190 (£7,153 - £7,283 pro-rata)

15 hours per week /39 weeks per year (term time only)
Days and times to be discussed at interview however
cover of the student lunch period is essential.

We are seeking to appoint an enthusiastic and committed individual to provide a friendly and efficient reception service for the pupil and main school reception as well as other administrative tasks. Previous reception experience, first aider provision and experience of working with young people is advantageous. The successful candidate will be a team-player, have a calm and organised personality, flexible approach and the ability to cover a wide range of tasks.

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 Friday 12 May 2023**
Interviews: **w/c 15 May 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.