

St Teresa of Calcutta Catholic Academy Trust

St Patrick's RC Primary School

Foxholes Road,

Rochdale

Office Administration Assistant Level 1

Grade 2: Scale Points 3-4

(£10,960-£11,434)

Contract type: Permanent

Hours: 25 hours per week (Term Time Only + 3 days)

Monday –Friday 8:30am-12:30pm

Wednesday & Friday 1pm-3:30pm

Start Date: September 2022

**Are you a committed, hardworking and motivated individual?
Do you want to be part of a dedicated, ambitious and friendly team, constantly
seeking to improve our school?**

St Patrick's is a school, with well-behaved children, friendly and highly effective staff, supportive parents and committed governors and a member of St Teresa of Calcutta Catholic Academy Trust. The Governors are looking to appoint an Administration Assistant (Level 1) who will support administration and communication across the school. The successful candidate will be able to demonstrate the knowledge and skills within the Person Specification and hold the relevant qualifications.

We are seeking to appoint someone who:

- Has a professional attitude and demeanour;
- Is friendly, approachable and can communicate well with children of Primary school age;
- Has excellent IT skills (Microsoft Office);
- Can communicate well over the telephone and by email;
- Can multi-task and prioritise workload;
- Is efficient and well organised.

St Patrick's is a school with:

- Highly effective safeguarding procedures;
- A working environment where all feel valued and respected;
- Supportive colleagues and governors with a clear vision and high aspirations for the school;
- A highly dedicated and inspirational team;
- A commitment to relevant, personalised Continuous Professional Development;
- A modern school building;
- A happy, calm and welcoming working environment.



St Patrick's RC Primary School is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced disclosure application to the Disclosure and Barring Service (DBS)

An application pack is available on the school website: www.stpatricksrc.rochdale.sch.uk

Your completed electronic application form should be returned to office@stpatricksrc.rochdale.sch.uk

Application closing date: Thursday 30th June 2022 9am

Interviews: Friday 8th July 2022