

**ST MARY'S R.C.
PRIMARY & NURSERY
SCHOOL**

**Headteacher
Mrs. S. Geddis**



Wood Street, Langley, Middleton M24 5GL

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E- mail: office@stmarysrcmidd.rochdale.sch.uk

Website: www.stmarysrcmidd.rochdale.sch.uk

Position: **Administration Level 2**
Grade: **3**
Hours: **Full time, Term Time Only**
Contract type: **Permanent**
To start: **As soon as possible**

Salary from – £16,145
Salary to - £16,743

The Governors of St Mary's RC Primary would like to invite applications for an Administrator to work in our school.

We are looking for someone who:

- Is a practising Catholic or willing to support the Catholic ethos of our school
- Have experience of general clerical administrative work
- Have good numeracy and literacy skills
- Have effective written and communication skills to liaise with a wide range of people at all levels
- Have the right personal values, attributes and interpersonal skills

We can offer you:

- A happy and caring school
- Well behaved and friendly children
- Supportive colleagues

To apply for this position please download and complete the Catholic Education Service application form and supporting documentation.

Applications to be returned to school via dlyons@st-mrc.co.uk

Closing date: Monday, 17 January 2022 at (noon)

Shortlisting: Week commencing, 17 January 2022

Interview and Assessment: Week-commencing, 17 January 2022

Safeguarding our children is of utmost importance to us so the successful applicants will be subject to an enhanced DBS check. Successful candidates will be required to sign a Catholic Education Service contract.



**DIOCESE OF SALFORD AND
METROPOLITAN BOROUGH OF ROCHDALE
EDUCATION COMMITTEE**