

St Antony's Roman Catholic School, a Voluntary Academy

Bradfield Road

Urmston

Manchester

M41 9PD

0161 911 8001

stantonys.admin@trafford.gov.uk

<https://st-antonys.com/>

Headteacher: Mrs F Wright

Head of year Administrator

Band 4

Monday to Friday 8.30am – 4.15pm

Term time only (38 weeks) plus 2 INSET days

£21,589 to £23,836 (Pro-Rata, Actual Salary £18,903-£20,870) Pay award pending

Permanent

St Antony's Roman Catholic School is seeking an enthusiastic and self-motivated team player, to provide support and administration to its Head of Year team. This is a non-teaching role; however, it will afford the right candidate the opportunity to work closely with young people in supporting them in their school life.

In addition to excellent administration skills, we are looking for candidates who:

can demonstrate high standards and expectations to young people

are compassionate and caring

can promote self-esteem

Hours of work: Monday to Friday, 8.30am to 4.15pm

To Apply:

Please visit our website <https://st-antonys.com/staff/vacancies/>

Complete the Support Staff Application Form, Disclosure Form and Recruitment

Monitoring Form and email to: Head@st-antonys.com before the closing date.

CVs will not be accepted.

>**Closing Date** Friday 17th July at 4.00pm

>**Interviews** Week commencing 20th July

Safer Recruitment

St Antony's Roman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure & Barring Service.