

School Office Administrator Vacancy

Employer: Governing Body of Holy Cross and All Saints RC Primary School

Location: Holy Cross and All Saints RC Primary School

Salary Grade: 2A

Working Hours: Fulltime (36 hours per week)

Contract Type: Permanent/ Term Time Only

Closing date: Monday 24th January 2022 (12 noon)

Job Type: Education School based, School Support Staff

Interview Date: Friday 28th January 2022

Holy Cross and All Saints RC Primary School
Trafford Road,
Barton, Eccles
Salford
M30 OJA
Tel: 0161 789 4386

Headteacher: Mrs Annemarie Bell

The Governors are seeking to appoint a suitably experienced School Office Administrator to work in the school office of our happy and successful Catholic School. The postholder will provide admin support and act as the professional face of the school office reception, answering the telephone and dealing with enquiries from staff and parents.

We are looking for an exceptional, hardworking and committed colleague with:

- A clear understanding of reception duties and office procedures
- A high level of verbal and written communication
- Good IT skills in particular Microsoft Word, Excel and Outlook
- Attention to detail and accuracy
- Strong interpersonal skills and emotional intelligence
- A friendly outgoing manner with the ability to communicate with people of all levels
- Previous experience in an educational setting would be an advantage as would a working knowledge of the Schools Information Management System (SIMS).

You will be welcomed into a happy, warm and caring Christian environment.

The post is subject to enhanced disclosure in accordance with DBS procedures. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Unfortunately, we are unable to facilitate visits to school at this time. Further information about this role including an application form can be found on the school website in the 'About Us' section on the 'Job Vacancies' page.

<https://www.holycrossandallsaints.co.uk/job-vacancies/>

Please return completed application forms to the school at the above address or E-mail: annemarie.bell@salford.gov.uk