



Our Lady Queen of Peace

Catholic High School

Glenburn Road
Skelmersdale
Lancashire WN8 6JW

t: 01695 725635
mail@olqp.lancs.sch.uk
www.olqp.org.uk

Administrative & Operational Assistant

Salary	Grade 4, point 4-6, £25,185 - £25,583 pro rata Actual Salary £9,340 - £9,487
Required	As soon as possible
Contract	Permanent
Hours of Work	15 hours per week Term Time plus 3 weeks during school holidays Hours/Days to be confirmed with the correct candidate but could be 5 hours per day over 3 days. <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

Governors are seeking to appoint an enthusiastic Administrative & Operational Assistant. The post holder will be part of the Administration Team and will provide general administrative and operational support for a range of school areas including Reception, Finance, Special Educational Needs, Admissions and Marketing. This is a dynamic role and having the flexibility to move between tasks is essential. If you are looking for a role where you won't be sat at a desk all day but wish to deliver great Customer Service, please apply.

Application packs are available from the website or by emailing the Business Manager, Ms D Field, d.field@olqp.lancs.sch.uk.

Closing date for applications: **9.00am on Monday 20th October 2025**
Interviews: **Friday 24th October 2025**

Our Lady Queen of Peace Catholic High School is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.



In Christ We Grow

'As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving'.