



## Senior School Clerical Assistant.

Grade C SCP 5 – 6 Actual Salary: £21,996 - £22,030

37 hours per week, Monday to Friday. (Term time +3 days).

### Required as soon as possible

The governors of this highly successful and oversubscribed 11-16 Voluntary Aided RC High School are seeking to appoint someone to join the admin 'front of house team.'

We are looking for a dynamic, creative individual with ambition and drive to ensure that an efficient reception and administration service for the school is provided at all times, dealing with all callers, visitors, and pupils, both on the telephone and in person, promptly and courteously. This is a very busy work environment and being resilient is an important skill that is needed. The office is open between 7.30am and 4.30pm. The successful applicant will be expected to be available during these times and shift times will be finalised when appointment made.

We are looking for an enthusiastic person who will be a valuable team member, capable of working on their own initiative. The successful candidate will have excellent keyboard skills, effective communication skills and a pleasant manner. Previous experience in a school office or experience of working in a busy office environment, utilising IT programmes and packages is essential as is support of the Catholic values and ethos of this Voluntary Aided School.

The successful candidate will:

- Be a positive person with experience of customer service and administrative duties
- Have a passion for efficiency and a drive to show young people that high standards are the key to success
- Have a high level of administrative skills, including ability to use information systems such as Arbor
- Have the ability to create outstanding 'first impressions' and to have the ability to follow through on action to ensure that our customers (students, parents/carers and visitors) needs are met.
- Have the resilience to work as a team in providing administrative support to mend broken lives, fan the flames of enthusiasm and further inspire those who are already excited about a bright future
- Carrying out and being responsible for the upkeep of manual records and the inputting of computerised records and filing systems
- As a Catholic Christian community, we offer a fantastic opportunity for the right candidate to engage with wonderfully able students. We are very determined in our mission to transform the lives of young people and create outstanding life chances through educational achievement. We are looking for an innovative, efficient administrator to serve and inspire.

### Our Mission

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination.

Everybody is valued, nurtured and respected.

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do.

If you can remain calm under pressure, have a flexible approach and have excellent administration skills, we would like to hear from you

**The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service.** Please note: online searches may be done as part of due diligence checks on shortlisted candidates.

Applications to be received by: 20<sup>th</sup> April midnight

Interviews on: To Be Confirmed

Previous applicants need not apply. Thank you

Application packs and further details can be obtained by emailing Mrs Sheenagh Currass – Head's PA [recruitment@st-josephs.bolton.sch.uk](mailto:recruitment@st-josephs.bolton.sch.uk). or downloaded from the school website and Greater Jobs