 Administration Assistant 

St Mary’s Catholic Primary School, Penzance are seeking to appoint a positive and inspiring Administration Assistant, to work in the school office, for 29th October 2018.

**We offer**:

* A welcoming school with a strong Catholic ethos
* Children who are polite, happy and motivated to learn
* A supportive staff team who genuinely want the best for our pupils
* A commitment to your own professional development

**The successful candidate will:**

* Be happy to support the Catholic ethos of our school
* Be dedicated to raising standards and be a good role model
* Have excellent organisational and communication skills
* Be dynamic, resilient and hard working with a positive nature
* Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
* Have a reflective and evaluative approach to their practice

**Required Date: 29th October 2018**

**Salary: Grade C £15,916** per annum (pro rata’d to hours worked if part time)

**Contract: Permanent**

**Hours/Weeks per year: 20 hours term time only**

Visits to the school are encouraged. To arrange a visit, please contact Jackie Merriman, Secretary by email at [jackiemerriman@st-marys-rc-pz.cornwall.sch.uk](mailto:jackiemerriman@st-marys-rc-pz.cornwall.sch.uk) or contact the school on 01736 330005.

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.*

**Closing Date: 12th October 2018**

**Interviews: 16th October 2018**

**Shortlisted candidates will be notified by email**

Application packs can be found on the School Website address:

[**www.st-marys-catholic.eschools.co.uk**](http://www.st-marys-catholic.eschools.co.uk)