



## St Edwards Catholic Primary School

### School Office Administrator

**Grade E Point 4-5 £24,404 - £24,790 FTE 35 hours 39 weeks**

(actual salary will be pro rata the Full Time Equivalent salary)

**Permanent**

St Edward's Catholic Primary School is a delightful one form entry primary school educating approximately 200 pupils and is located in Kettering. St Edward's is part of Our Lady Immaculate Catholic Academies Trust formed in February 2020 and is one of two Catholic primary schools situated in Kettering town. Both schools work closely together with 11 other Catholic schools that are part of the Trust located across Northamptonshire and Bedfordshire.

Applications are invited for the post of School Administrator. The post will include supporting the Office Manager and Head of School with office administration. Experience in working in a school setting would be an advantage.

The successful candidate will demonstrate:

- A flexible approach, with the ability to work both independently and as part of a team and to use initiative in dealing with situations effectively.
- Good communication skills.
- Ability to maintain various records both electronically and manually.
- Ability to update and maintain statutory and other information on the school website
- Ability to communicate well with pupils, staff, governors, parents and visitors.
- To undertake various clerical and administrative tasks.
- Previous experience of this type of work is desirable.
- A sense of humour, sympathy with children of this age, a caring personality and confidential nature.

We can offer the successful candidate a friendly, welcoming ethos with committed and supportive staff, enthusiastic children and a supportive parent and governing body. The post is subject to safe recruitment practices. Our school is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and visitors to share in this commitment. All of the necessary checks will be taken prior to employment commencing.

Further information can be viewed on the school website:

[www.st-edwards.northants.sch.uk](http://www.st-edwards.northants.sch.uk) or on the Trust website:

[www.olicatschools.org](http://www.olicatschools.org)

**Closing date: Thursday 12<sup>th</sup> December**

**Interview date: Monday 16<sup>th</sup> December**

**Start Date: Depending on applicant notice period**

For more information about this vacancy please contact

Leanne Brydon, Executive Lead: [lbrydon@se.ket.olicatschools.org](mailto:lbrydon@se.ket.olicatschools.org) or if you wish to apply

please visit My New Term; [www.MyNewTerm.com](http://www.MyNewTerm.com)

