



St Mary's Catholic Primary School, Woodbridge Road, Ipswich

Job Title: Admin Assistant

Salary: Grade 3 (Range £23,113 – £23,893 pro rata)

3 days per week 22.5 hours – Wednesday 8.30am-1.00pm, Thursday & Friday 8am-5.30pm 38 weeks per year

Job type - permanent

Required from ASAP

St Mary's Catholic Primary is a highly successful school in the centre of Ipswich. We are part of the Our Lady of Walsingham Catholic Multi Academy Trust.

We are seeking to appoint an enthusiastic and friendly professional administrative assistant to join our team of dedicated, hardworking and caring staff. You will be joining the team as part of the welcoming face of our school.

You will:

- Be the first point of contact for parents, pupils and all who visit the school
- Have Maths and English at GCSE(or equivalent) grade C or above
- Communicate effectively, with a good telephone manner and be calm under pressure
- Possess good organisational skills
- Respect the confidentiality of the role, working within the school policies
- Be able to work in a team, and be able to use your initiative
- Have a willingness to undertake any necessary training
- Be computer literate

We can offer you:

- A friendly, supportive and hardworking team and governing body
- A varied and fulfilling role, with a range of admin duties
- A positive environment in our well-resourced school
- Active encouragement of personal and professional development

We are a distinctive, caring Catholic school, with a strong inclusive ethos where everyone in the community is valued. It is not a requirement of the role to be Catholic, but candidates should be sympathetic and support the Catholic ethos of the school.

Visits to the school are welcome and encouraged, by arrangement and after school hours. Please call 01473 728372.

Further details and the application form are available on the school website

www.stmaryscatholicprimaryipswich.com

Application and contact details.

Completed applications should be emailed to: FAO The Headteachers, Mrs J Berry & Mrs J Measham, admin@st-marys-ipswich.suffolk.sch.uk

Closing date: Friday 9th February 2024

Interview date: WC 12th February 2024

All applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore recommended.

We are committed to safer recruitment, equal opportunities, safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be required.