

Archdiocese of Westminster

ST. SCHOLASTICA'S CATHOLIC PRIMARY SCHOOL



Kenninghall Road, Hackney, London, E5 8BS.

e-mail: officeadmin@st-scholasticas.hackney.sch.uk

school website: www.st-scholasticas.com



Head Teacher: Sandra Brierley

Tel: 020 8985 3466

Role: Administrative Officer

Closing Date: 19th July 2024

Location: Clapton, Hackney

Interview Date: W/c 22nd July 2024

Salary: Scale: SO1 **Spine Point:** 23 (£37,575 -FTE) – 25 (£38,769 – FTE)

Hours: 36 hours per week. 8.00 to 4:15, Term Time only.

Job Start: 15th October 2024

We are looking to appoint an innovative, passionate Administrative Officer to join us at St Scholastica's Primary School. This is a unique opportunity for a talented and ambitious professional to join our team.

You will be at the heart of our operations, ensuring seamless coordination and outstanding pupil-parental service. You will play a vital role in maintaining our high standards. We are looking for a detail-oriented and organised individual with excellent communication skills and a commitment to pupil welfare. If you are proactive, enjoy working in a team and have a passion for supporting pupils and their families, we encourage you to apply. Take the next step in your career and join us in making a positive impact on our pupil's educational journey.

St. Scholastica's Catholic Primary School is a one-form entry school, part of the Diocese of Westminster. We have high expectations and standards for every pupil, and by working actively in partnership with our children, staff, parents and local community, we will support and guide our pupils to reach their full potential academically, socially and emotionally.

We can offer you:

- A supportive, experienced and forward-looking staff and governing body
- Opportunities for Continuing Professional Development
- A pleasant and vibrant working environment
- Children with excellent behaviour and a willingness to learn.
- Supportive and involved parents
- Mental Health and well-being support

This is a permanent contract.

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

In line with our safeguarding practices we are unable to accept CV's.

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

St. Scholastica's Catholic Primary School embraces diversity and promotes equality of opportunity.