



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT

Telephone: (01932) 222536

Headteacher: Mrs C Burnham



VACANCY

School Office Administrator

Required from January 2020

8.00am to 4.00pm, Monday to Friday, term time only
Pay within the range £18,698 - £20,653 (FTE) depending on experience

We are a friendly and successful 2-form entry primary school within the Xavier Catholic Education Trust. We are currently looking for a strong administrator who enjoys working in a busy environment to join our friendly office team. Previous experience of working in a school office is desirable but not essential.

We are looking for someone who is:

- Able to use initiative and to work at a high standard accurately and effectively in a busy front of house environment
- A good communicator with excellent interpersonal skills
- Organised, with good time-management skills and able to multi-task
- Able to maintain confidentiality inside and outside the workplace
- A good team worker
- Able to prioritise tasks and remain calm under pressure
- IT literate
- Educated to a good standard of literacy, numeracy and IT (all Microsoft Office packages)
- Flexible and responsive to change
- Resilient with a good sense of humour!
- Suitable to work in Education Trust - Satisfactory DBS clearance (essential)

See job description for more detailed information.

Visits to the school are warmly welcomed.

If you would like to apply for this job, please complete the Support Staff Application Form from the school website and email to vacancy@cardinalnewmanschool.co.uk by the closing date.

Closing date for applications: 8 December 2019

Interviews to be held week commencing 9 December 2019

This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently if you are appointed you will be required to undertake an enhanced Disclosure & Barring Service check. Therefore you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded as 'spent'. Having a criminal record will not necessarily prevent you from taking up appointment, it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.