



St James the Great Roman Catholic Primary and Nursery School

We are seeking to appoint an enthusiastic Office Administrator 36 hours per week (Monday to Friday inclusive) Term Time Only plus 5 INSET days (plus an additional 5 days per annum as required)

**Grade 1 - Scale Points 1 – 3 (£23,457-24,012) (Actual Salary £21,234 - £21,736)
with potential career progression, subject to successful performance management, to Grade
3 – Scale Points 5 – 7 (£24,804 - £25,629) (Actual £22,454 - £23,200)**

Starting as soon as possible but no later than Monday 17th April 2023

St James the Great serves a mixed and vibrant community where children, staff and families strive to create a happy, supportive and aspirational environment, in which all are successful and achieve. Standards are high but staff are never complacent and strive for the best possible outcomes for our pupils

The school is part of the Croydon Catholic Schools Umbrella Trust. Staff have a strong network to support them and help develop or discover career opportunities. We operate an appraisal system where you have a say in what you need to develop and time to do it. All staff are encouraged to take advantage of a wide range of high quality professional learning opportunities.

We are looking for an enthusiastic and committed Office Administrator who will work closely with and support the School Administration and Finance team to deliver a first class service in all aspects of school administration support including front of house, reception and a variety of administrative tasks.

Key to your success will be:

- Be aware of relevant policies, procedures and codes of practice with an awareness of relevant legislation
- Ability to relate well to children and adults
- Good IT and organisational skills
- Initiative and able to demonstrate the ability to problem solve and react quickly and effectively to resolve situations that arise with stakeholders
- Experience of operation of administrative systems
- Knowledge of procurement, invoice processing and finance systems
- Outstanding people skills
- Good oral, written and numerical skills
- Able to support and actively promote the Catholic ethos of the school.

St James the Great is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

We follow safer recruitment processes and will seek references for all shortlisted candidates prior to interview wherever possible

Further details and application forms are available from the school website at <http://www.stjamesthegreat.org/job-vacancies/>

Visits are strongly recommended and encouraged for this very important role at our school.

Please E Mail Finance@stjamesthegreat.org to arrange an appointment. If you are keen to develop professionally in an exciting, caring and supportive environment, our school is the place for you.

Closing date: midday Friday 24th February 2023

Interviews: Wednesday 1st March 2023

CV's are not accepted. Please ensure you application form and personal statement addresses the requirements for this role as detailed in the advert, role profile and person specification

E Mail your completed application form and a personal statement to:

Finance@stjamesthegreat.org or return the completed documents marked Private and Confidential for the attention of the School Business Manager