



## BISHOP THOMAS GRANT SCHOOL

### School Administrator with First Aid Responsibilities

Required as soon as possible

**Hours:** 35 per week, 8.00am – 4.00pm (flexible) Monday - Friday, term-time only  
**Grade:** NJC Scale 4, Pts 7-10 – FTE Salary £27,060 to £28,419 (Actual total annual salary for 35 hours per week, term-time only - £23,072 to £24,231)

Bishop Thomas Grant is an 11-18 Mixed Catholic Voluntary-Aided School. The school is highly oversubscribed and was judged to be outstanding in each category by Ofsted in October 2014 and in our Section 48 inspection in November 2017. The school enjoys an enviable reputation in the local and wider communities for its exceptionally high standards in all areas of student achievement supported by a dynamic Catholic ethos, with Gospel values at its heart, which permeates all aspects of school life.

We are seeking an experienced, professional individual who will be the first point of contact for the provision of First Aid care, dealing with a wide range of student and staff queries throughout the day. We also require someone to work as part of a team undertaking a range of routine administrative tasks so that the admin function provides an efficient service to all school stakeholders.

Bishop Thomas Grant School operates rigorous safeguarding procedures. All appointments are subject to a satisfactory Enhanced DBS check and an online background check as outlined in KCSIE 2022 (para.221). Applicants do not have to be Catholic but should be committed to working within the Catholic ethos of the school. If you require further information regarding the post, please contact the PA to the Headteacher, Mrs Jacqueline Sylvia: [jsylvia@btg-secondary.lambeth.sch.uk](mailto:jsylvia@btg-secondary.lambeth.sch.uk).

Closing date for applications is 8.00am on Wednesday 8 March 2023. Please send completed applications to Mrs Jacqueline Sylvia: [jsylvia@btg-secondary.lambeth.sch.uk](mailto:jsylvia@btg-secondary.lambeth.sch.uk). We reserve the right to make an appointment before the closing date, so early applications are encouraged.

**Bishop Thomas Grant School**  
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**Tel: 020 8769 3294**  
[www.btg.ac](http://www.btg.ac)