



Senior School Clerical Assistant.

Grade C

Pro Rata: £18,933 to £19,698

Actual Salary: £16,194.20 to £16, 848.54

37 hours per week, Monday to Friday. (Term time +5 days).

Shift patterns: to be discussed – reception hours are 7:30am to 4:30pm.

Required as soon as possible

This is an exceptional opportunity as we look for someone to join us at this incredibly exciting time in the school's history. The governors of this highly successful and oversubscribed 11-16 Voluntary Aided RC High School are seeking to appoint someone to join the admin 'front of house team.'

We are looking for a dynamic, creative individual with ambition and drive, who shares our passion for improving the lives of young people. A great team player, friendly, professional and motivated to provide excellent customer service, excellent administration skills and willing to undertake a variety of tasks. Has the ability and willingness to work flexibly to meet the demands of the role. Joining a forward looking office team you will be given the opportunity to be at the forefront of fast paced life-transforming activity.

As a Catholic Christian community, we offer a fantastic opportunity for the right candidate to engage with wonderfully able students. We are very determined in our mission to transform the lives of young people and create outstanding life chances through educational achievement. We are looking for an innovative, efficient administrator to serve and inspire.

The successful candidate will:

- Be willing to actively live the Catholic Christian ethos of our school
- Be a positive person with experience of customer service and administrative duties
- Have a passion for efficiency and a drive to show young people that high standards are the key to success
- Have a high level of administrative skills, including ability to use information systems such as SIMs and basic finance skills.
- Have the ability to create outstanding 'first impressions' and to have the ability to follow through on action to ensure that our customers (students, parents/carers and visitors) needs are met.
- Have the resilience to work as a team in providing administrative support to mend broken lives, fan the flames of enthusiasm and further inspire those who are already excited about a bright future
- Have the drive to prepare young people to be 'game changers' in the world.

Our Mission

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination.

Everybody is valued, nurtured and respected.

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do.

Do you have what it takes to realise our dream? Can you inspire young people to dream the impossible and achieve beyond their wildest imagination? Be part of our life transforming team!

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications to be received by: 31st January 9am Interviews on: W/C 7th February

Application packs and further details can be obtained by emailing Mrs Sheenagh Currass – Head's PA recruitment@st-josephs.bolton.sch.uk. or downloaded from the school website and Greater Jobs