



Job Vacancy

Administrative Assistant

(Permanent - 37 hours per week, 38 weeks plus 5 teacher training days)
£23,114-£24,294 (Pro rata based on hours and weeks worked - Grade 3)

Are you looking for a new challenge? Do you want to contribute and make a real difference to the lives of young children and their families? Do you work very hard, yet have fun at the same time? If so, we just might be what you are looking for and we would love to hear from you!

Due to the retirement of our current post holder, the Governors of All Souls Catholic Primary School wish to appoint an efficient and enthusiastic Administrative Assistant to join our team of dedicated professionals.

All Souls Catholic Primary School is a happy, popular, single-from entry school predominantly serving the local communities of Chapelfields and Earlsdon in Coventry. We are a forward-thinking school, rated 'Good' by both Ofsted and in our Catholic Schools' Inspection, with aspirations and a clear plan for greater things.

We would be very interested in hearing from candidates who:

- share the vision of putting children first and go the extra mile to make sure this happens
- have experience of working in a busy office environment
- have high expectations and are committed to improving efficiency
- are a team player, and happy to both work under direction and independently, using your own initiative
- are excellent communicators with a good standard of spoken English and very good interpersonal skills
- have a caring, fun and friendly nature
- bring a smile and high levels of optimism with them
- are pro-active, get stuck in and demonstrate initiative
- are practicing Catholics or who will embrace the ethos and Catholic life of the school

We can offer you:

- The opportunity to work with brilliant children and families
- A supportive, friendly and hardworking environment with commitment to your own professional development
- A high level of job satisfaction and fulfilment

Visits to our school are strongly recommended and warmly welcomed. They can be arranged by calling the school office 024 76675836

Application packs are available to download from the school website www.allsoulsschool.co.uk
Applications should be returned to the School Business Manager linsey.rae@allsoulsschool.co.uk

Relevant Dates: Closing Date: **12 noon, Tues 30th January 2024** Interview Date: **To be confirmed**

All Souls is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. All references will be taken up prior to interview. The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

