



## **HOLY CROSS CATHOLIC PRIMARY SCHOOL**

Beaumont Rd, St Judes, Plymouth PL4 9BE

Email: [holy.cross.rc.primary.school@plymouth.gov.uk](mailto:holy.cross.rc.primary.school@plymouth.gov.uk)



The Governors of **Holy Cross Catholic Primary School, Beaumont Road, Plymouth** are seeking to appoint a positive and inspiring **Administration Assistant** for 1st November 2021. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

### **We offer:**

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

### **The successful candidate will:**

- Be happy to support the Catholic ethos of our school
- Use your position as the first point of contact in the school to promote a positive image of a CAST school
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

**Required: 1st November 2021 or earlier**

**Salary: NJC Scale Point 11 to 14 (£17,824 to £18,531 pro-rata)**

**Contract: Permanent/Part-time, 25 hours per week, term-time only plus 5 days**

Visits to the school are encouraged. To arrange a visit, please contact F Gill, Headteacher by email at [fgill@holycross.plymouth.sch.uk](mailto:fgill@holycross.plymouth.sch.uk) or contact the school on 01752 225420

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.*

**Closing Date: 8th October 2021**

**Interviews: 11th October 2020**

**Shortlisted candidates will be notified by email**

<https://www.holycross.plymouth.sch.uk/web>