

## St Matthew's Catholic Primary School



### **Receptionist / Administrative Assistant**

#### **About the School/Role**

The governors wish to appoint a School Administrator to join our committed and caring staff in our two-form entry primary school in Clubmoor. St. Matthew's Catholic Primary School is an oversubscribed school which serves children from 4 to 11. St. Matthew's has high expectations in all areas and we strive to provide excellent teaching and learning and the care and support our children deserve.

#### **About the Role**

The Governors are seeking to appoint an enthusiastic and conscientious person to provide a first point of contact for the school community.

#### **The role will include: (See Job description for further information)**

- receptionist tasks e.g. welcoming visitors and dealing with enquiries
- the use of a computer to produce reports/ letters and interpret data etc.
- regularly updating 'Sims'
- administrative duties including; answering phone, photocopying, distribution of mail and filing
- administering first aid to children, as required

#### **Experience and skills required include: (See Person Specification for further information)**

- proven positive experience of dealing with the public effectively
- high levels of literacy, numeracy and computer skills
- excellent organisational and time-management skills
- excellent communication and interpersonal skills
- the ability to maintain confidentiality
- Is highly motivated and dynamic with the ability to work as part of a team and on own initiative
- a positive attitude, demonstrating flexibility and good-humour

#### **Job details**

**Salary:** Grade 3 point 6 to 9 (23,893 – 25,119)

**Hours:** 37.5 hours a week

**Contract type:** Full time / term time only - permanent

**Reporting to:** School Business Manager

**How to apply:**

Applications to [d.tippey@stmatthewscps.co.uk](mailto:d.tippey@stmatthewscps.co.uk)

Advert details

Closing Date: Friday 12<sup>th</sup> July 2024 – 12 noon

Shortlisting Date: Friday 12<sup>th</sup> July 2024

Interview w/c 15<sup>th</sup> July 2024

