

**ST MARY'S CATHOLIC HIGH SCHOOL
WOBBURN ROAD
CROYDON
CR9 2EE**

Telephone No: 020 8686 3837

Fax No: 020 8781 1264

Email: recruitment@stmaryscroydon.co.uk

Headteacher: Mr Patrick Shields



Administrator – Senior Leadership & Governance

Grade 5 Scale Point 13-15

Salary £24,903 to £25,809 pro rata

(actual salary £22,543.57 to £23,363.73)

36 hours per week Term Time plus 10 days

The governors invite applications for the post of Administrator – Senior Leadership & Governance.

St Mary's is a thriving, 11-16 voluntary aided, mixed, comprehensive Catholic School with 600 students.

The successful candidate will be able to demonstrate:

- **Excellent organisational and leadership skills**
- **Excellent skills and experience using Excel, Microsoft Office and SIMS**
- **Ability to communicate clearly to various stakeholders**
- **Flexibility and strong interpersonal skills**
- **Confidentiality of information**

Visits to the school are highly encouraged.

The school is committed to safeguarding and promoting the welfare of children and young people and an enhanced DBS check will be required for the successful applicant.

Please return your completed application to Kara Christie:

recruitment@stmaryscroydon.co.uk

Closing Date: 12:00pm Friday 21st February 2020

Interviews to take place thereafter

Start Date: ASAP

Applications will be considered immediately upon receipt.

We reserve the right to interview and appoint prior to the closing date.