



ENGLISH MARTYRS' CATHOLIC PRIMARY SCHOOL

Flint Street, Walworth, London SE17 1RB

Tel: 0207 703 4726

Website: www.englishmartyrsprimary.co.uk email: office@emps.school

Head Teacher: Mr J Camilleri

Admin Assistant – Term Time Only

Start date: September 2023

Salary: Grade 5 (FTE: £26,625) Salary will pro-rated

Location: Walworth, London, SE17 1RB

Closing Date for Applications: Monday 3rd July 2023 at 12:00 pm

Interview Dates: Friday 7th July 2023

Contract type: Full Time

Contract term: Permanent

WORSHIP TOGETHER, ASPIRE TOGETHER, EXCEL TOGETHER

English Martyrs' School prides itself on being a highly inclusive and welcoming school where children are eager to learn and all our staff are dedicated to raising standards to improve children's learning and achievement. We are very proud of our great team of hard working, dedicated staff and welcome you to join us.

We are seeking to appoint energetic and inspirational Administration Assistant who shares our vision of high expectations, achievement and a passion for learning. These are positions for individuals who have the desire and are committed to make a difference to the lives of our pupils and able to communicate effectively with children, colleagues and parents.

The Administration Assistant will be expected to:

- ✓ To be responsible for assisting in the smooth running of the school office.
- ✓ Maintaining school databases and filing.
- ✓ Ensuring full compliance with GDPR.
- ✓ You will provide comprehensive administrative support to the school and act as a central supporting role for staff, students and parents.
- ✓ To be organised, able to multitask, work flexibly with a can do approach.
- ✓ Knowledge of MIS system, updating school attendance, support with admissions and FSM,
- ✓ Working with a cashless payment system.
- ✓ Working towards deadlines.
- ✓ Working closely with the Headteacher and Senior Leadership Team.
- ✓ To work closely with the School Business Manager.

What we offer to the successful candidate:

- Children who are committed, enthusiastic and fully engaged in their learning.
- Excellent opportunities for further professional development.
- Strong support from parents, Governors and the whole school community.

Please visit our school website at www.englishmartyrsrsrcprimary.co.uk for more information on the school and to download an application form and related documents.

Visits to the school are encouraged and warmly welcomed; please contact the school office to make an appointment.

If you would like any further information or want to discuss further please call or email Mr Camilleri, Headteacher on jcamilleri@emps.school

Completed application forms and related documents are to be e-mailed to the school's Business Manager, Mrs Fisher-Mantej, at: **kfisher-mantej@emps.school**

The deadline for applications is **Monday 3rd July 2023 at 12:00 pm**

English Martyrs' Catholic Primary School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. This post will be subject to pre-employment checks, references will be sought and the successful candidates will need to undertake a Disclosure and Barring Service checks.

See Attachments:

- ✓ **Administration Person Specification**
- ✓ **Administration Job Description**
- ✓ **Application form – Support Staff**
- ✓ **Notes to Applicants Document**
- ✓ **Consent to obtain references Form**
- ✓ **Recruitment Monitoring Form**