St. Matthew's R.C. High School

We Pray, We Care, We Achieve

Business Support Officer x 2 posts

Grade 3, point 12 – 16 (FTE £16,187 to £17,419)

1 x Permanent post: 32.5 hours per week, all year round
Actual gross annual salary approx. £15,030

1 x Permanent Post: 32.5 hours per week, term time only + 5 days
Actual gross annual salary approx. £12,870

Post 1: Working hours - 8.00 – 3.00 p.m.
Post 2: Working hours – 9.30 – 4.30 p.m.

The Governors of St. Matthew's R.C. High School are seeking to appoint enthusiastic and committed persons to join the business support team; the duties will focus mainly on reception and student services.

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 clearance is required for appointment to these posts.

Details and application forms can be downloaded from the school website: **www.smrchs.com**, or by emailing Mrs A Espley (PA to the Headteacher) at: contact@smrchs.com

Please note we do not accept CVs.

Closing Date: Monday 12 February 2018

Headteacher: Mr. K. Hogan B.A. Hons., M.A.
Nuthurst Road, Moston, Manchester, M40 0EW
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