



## ADMINISTRATIVE ASSISTANT

### Administrative Assistant

Grade C SCP 3 - 4

#### Salary range

**£20,288 - £20,625**

**pro rata**

(FTE £22,737 - £23,115)

Monday to Friday,  
working hours to be  
agreed

**37 hours per week**

**Term time + 2 days**

Permanent: To start as  
soon as possible

#### Closing Date:

**Wednesday, 23 October  
2024 (9.00am)**

#### Contact Details:

Jayne Summerbell  
Headteacher's PA

[jsummerbell@stjohns.bhcet.org.uk](mailto:jsummerbell@stjohns.bhcet.org.uk)

The Governors of St John's Catholic School & Sixth Form College wish to appoint an enthusiastic and proactive Administrator.

We are seeking to appoint a highly motivated and dedicated professional who has a passion for working in a busy office environment to support our students and staff. Applicants should have previous administration experience.

The successful candidate will join our excellent support team and will also be able to working independently. Excellent organisational skills are essential for this post.

At St John's, we can offer you opportunities to:

- be part of our supportive learning community, making a difference to the lives of staff and students
- join a school with supportive and dedicated staff, who are keen to build on our high standards
- engage in high quality professional development to further your career

For further information about the role and the school, please visit our website [stjohns.bhcet.org.uk](http://stjohns.bhcet.org.uk)

Application forms should be returned to Lisa Byron, Headteacher by post or email to [recruitment@stjohns.bhcet.org.uk](mailto:recruitment@stjohns.bhcet.org.uk)

St John's Catholic School & Sixth Form College

Woodhouse Lane, Bishop Auckland, County Durham

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