



Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228
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Headteacher: Mrs Elizabeth Englefield
Chief Executive: Mr David Garrido

ADMIN ASSISTANT

LOCATION:	London Borough of Croydon
CONTRACT TYPE:	Permanent
HOURS:	up to 36 hours per week / Term Time Only
START DATE:	ASAP
SALARY:	£19,883 - £22,813 (Based on 36 hours per week)

Coloma Convent Girls' School in Shirley is recognised as one of the top non-selective secondary schools in the country. We are consistently oversubscribed and a very popular choice within the borough and other local boroughs. In October 2019 Coloma received its fifth 'Outstanding' Diocesan Inspection report and in 2021 was named 'Best School in Croydon' in the Real Schools Guide. In December 2022, The Times released its 'Parent Power Schools Guide' to the top 1600 UK schools based on 2022 exam results. Coloma was ranked 2nd in the best girls' comprehensive category and 39th in the best comprehensive school category.

Are you well organised and a good communicator? Would you like to work as part of our busy school administrative team providing support to our staff, students, and parents?

We wish to recruit an experienced administrator to join our school, you will need to have experience of working in a busy office environment, good ICT skills, including databases, excellent written and oral communication skills and be a self-motivated team player. Experience of SIMS would be a distinct advantage.

Working in the school's central office and reporting to the Admin Manager your duties will include providing support for the attendance and admissions processes, safeguarding, parents evenings, updating the website, data entry, liaising with parents, filing, ordering office supplies, dealing with day-to-day enquiries, and covering Reception. Candidates will also be expected to become a First Aider.

We Offer

- A community which is on a rapid journey of improvement with a genuine commitment to being even better.
- The opportunity to work in a team where your skills, enthusiasm and hard work will be appreciated.
- The opportunity to work within the largest cosmopolitan centre outside of Central London, undergoing substantial redevelopment, growth and change.
- A school that invests in enrichment and extra-curricular activities.

Do not be put off applying for a post if you are not a practising Catholic. We welcome applications from colleagues who are supportive of the values of a Catholic School. Many of our staff are members of religious faiths other than Catholic and make an enormous contribution to the well-being of our students.

HOW TO APPLY

For more information about Coloma please visit our website www.coloma.croydon.sch.uk

Queries should be sent to Victoria Davis at vdavis@coloma.croydon.sch.uk

CLOSING DATE 10.00am, Friday 13th October 2023

Interviews will be offered upon application to suitable candidates

Coloma reserves the right to commence or complete the recruitment process at any time prior to the closing date.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the commitment. All appointments will be subject to a satisfactory Enhanced Disclosure Barring Service check.

PLEASE NOTE: WE DO NOT ACCEPT APPLICATIONS VIA AGENCIES



Coloma Convent Girls' School is part of the South East London Catholic Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 13260387.
www.selcat.org.uk