



**St Mary's RC Primary School
A Catholic Voluntary Academy**

Cross Lanes, Richmond, North Yorkshire DL10 7DZ

www.stmarysrcprimaryrichmond.co.uk

admin@st-marysrc-pri.n-yorks.sch.uk

Headteacher Mrs. K. Whitehead



Enabling children to grow and love life

Part Time Administration Assistant Established Contract

The governors of this highly successful primary school are seeking to appoint an experienced administrator with high standards and high expectations, to support the administration role in the busy school office. St Mary's School is a small Catholic Primary School situated in Richmond, North Yorkshire (part of the St Margaret Clitherow Catholic Academy Trust) which enjoys a good reputation in the local community.

This is an opportunity for a well-organised, committed team player to join a successful hard working team.

The successful candidate will need to be able to communicate effectively with staff, children and parents/carers

The role is for 15 hours per week term time only, on an established contract to start as soon as possible.

Hours of work: Monday – Friday 1pm – 4pm

Salary Band: SMC 4 currently £18,427 - £19,171 pa pro-rata

We are looking for a conscientious, professional and friendly member to join our busy office environment. The role requires the highest of level of confidentiality, communication and organisational skills. This is an opportunity to be part of a supportive and welcoming team.

St Mary's RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safer Recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The post is subject to enhanced DBS clearance.

Further information is available from admin@st-marysrc-pri.n-yorks.sch.uk

Application must be emailed through to admin@st-marysrc-pri.n-yorks.sch.uk .

Successful applicants for interview to be informed by 3rd July 2020

Closing Date: 1st July 2020 Interview Date: 8th July 2020



SCHOOL
MEMBER



We're working
towards Artsmark
Awarded by Arts
Council England



St Margaret Clitherow Catholic Academy Trust. Company No. 11960872
Registered Address: All Saints Catholic School, Mill Mount, York, YO24 1BJ

Learning with fun, friends, family and faith