



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

TITLE Administration Assistant - St Michael and All Angels

SALARY Scale 3 pt 5-6

GRADE 25 hours per week (Term time only)

As an Administration Assistant, you will provide administrative support within a busy school office, helping to ensure the smooth day-to-day operation of the school. You will work closely with pupils, parents, staff and external agencies, contributing to a welcoming and professional environment.

We are looking for an Administration Assistant who:

- is motivated, organised and able to work effectively within a busy office environment
- is passionate about supporting a busy school office environment
- can communicate clearly and professionally with pupils, staff, parents and visitors
- is able to manage tasks efficiently and work well as part of a team
- is friendly, approachable and able to build positive relationships
- is committed to contributing to the smooth running of the school

We can offer:

- a welcoming and supportive working environment
- opportunities for professional development
- support from a friendly and experienced staff team
- a friendly, dedicated and supportive staff team committed to your success

The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS from the Disclosure and Barring Service before the appointment is confirmed.

Application forms can be downloaded from the school website and should be returned to: admin@st-michaelangels.calderdale.sch.uk

School visits are encouraged and can be arranged by emailing admin@st-michaelangels.calderdale.sch.uk

Closing Date: Friday 4th September at 12noon

Shortlisting: Friday 4th September

Interviews will take place: Tuesday 8th September

Respect. Resilience. Responsibility. Confidence. Co-operation. Compassion.

Be strong and courageous (Joshua 1:9)