**St Anthony’s Catholic Primary School,**

 **A Voluntary Academy**

**Bradford Road, Clayton, Bradford. BD14 6HW**

[**Tel: 01274**](Tel:01274) **414761**

**Email: office@stac.bcwcat.co.uk**

**Administrative Assistant**

**35 hours per week - 8.30am-4.00pm**

**Permanent, Term Time + 1 week**

**Band 5 Scale Point 4-6 (dependant on experience)**

If you want to work in a school where children enjoy their learning, are happy and proud of their school then we want to hear from you.

A new and exciting opportunity has arisen for an experienced Administration Assistant to join St Anthony’s Catholic Primary to work alongside our School Business Manager in our very busy, but welcoming school office.

**The successful candidate will:**

* Support the School Business Manager in the delivery of admin support and services to staff, students and parents
* Be confident in solving complex problems and working with colleagues from across a range of roles
* Provide a high-level administrative service, including undertaking tasks such as word processing, reception duties and managing visitors
* Manage complex data and information while ensuring that school systems are kept up to date
* Ensure that policies and procedures are followed
* Have good communication skills with a caring and patient manner
* Be supportive of our Catholic ethos.

**The essential requirements of this role are:**

* Minimum of GCSE English and Mathematics at grade C or above (or equivalent)
* Fluency of the English Language at an Advanced Threshold Level
* Experience using Microsoft Office and complex databases with excellent IT skills
* Experience of working in a school office environment
* Excellent communication skills including telephone/reception skills

**If you would like further information about our school, please visit our website at www.stanthonysclayton.bradford.sch.uk where applications packs are available. All applications must be submitted on a CES application form.**

*St Anthony’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to the pre-employment checks which will include references which will be requested prior to interview and an enhanced Disclosure and Barring Service (DBS) check.*

We welcome applicants from all sections of the community, we appoint on merit.

A member of the Blessed Christopher Wharton Catholic Academy Trust.

**Closing date: Thursday 18th July 2024 12noon**

**Shortlisting: Thursday 18th July 2024**

**Interviews: Wednesday 24th July 2024**