



“Live, Learn, Love with Christ”

St Patrick's Catholic Primary School

Hullenedge Road, Elland , West Yorkshire. HX5 0QY Tel: 01422 373104 admin@st-patricks.calderdale.sch.uk

Senior Administrator

September 2018

Salary: Scale 5 (point 22-25)

The Governing Body of St Patrick's Catholic Primary School wish to appoint an experienced Senior Administrator to join our team. You will be responsible for the daily running of our busy office, under the supervision of our School's Finance Team.

Your duties will include the handling confidential information and the banking of cash, including dinner monies and School Fund. You will also be responsible for maintaining the SIMS.net school administration information and record-keeping system.

The successful candidate will require the ability to be approachable and enthusiastic, remain calm under pressure, have excellent communication and ICT skills and above all, a good sense of humour!

Visits to our school are encouraged and warmly welcomed. This can be arranged through our school office by appointment. Further details are available from the school or via the school website—www.stpatselland.org.uk

Closing Date: Noon, 12th June 2018

Shortlisting: 13th June 2018

Interviews: 14th / 15th June 2018

The Governing Body is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.