



St Therese of Lisieux Catholic Multi Academy Trust

Admin Assistant required – 19113

Salary Band 2, Point 3 - 5 (£18,065 - £18,795) per annum (Pro rata for hours)

Permanent (12 hours per week, term time only)

Based at St Augustine Catholic Voluntary Academy, Stamford

This is an exciting opportunity to join a newly formed Catholic Multi Academy Trust. St Thérèse of Lisieux CMAT is one of four newly created Catholic Multi Academy Trusts (CMAT's) in the Diocese of Nottingham, which provides consistent, proactive and high quality support and services to all our head teachers, senior leaders and trustees.

We are seeking to appoint a part-time (12 hours per week) Administrative Assistant who will support the smooth running of the school office and work closely with the Office Manager and Head Teacher. You do not need to be a practising Catholic but must be committed to working within a school with a Christian ethos. Experience of working in a school office is preferred.

The successful candidate will be responsible for:

- Providing general administrative support within the school office
- Financial Administration
- Answering and directing telephone calls
- Reception duties

In addition to a competitive salary, there is a pension scheme, generous holiday entitlement and access to professional development.

If you are interested in applying for the post, application packs are available from our website: - <https://www.stl-cmat.org.uk/vacancies>.

Applications must be submitted by 18th October 2019. Interviews will take place on 29th October 2019.

We reserve the right to close or extend this position depending on application numbers.

CV's will not be accepted.

The Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. The successful candidate will undergo an enhanced DBS Disclosure check, prior to employment. The Trust is an equal opportunities employer and positively encourages applications from as diverse a group as possible.

All shortlisted applicants will need to verify their eligibility to work in the UK at interview.

Completed application forms must be received on the Catholic Education Service (CES) application form and returned to the HR department at vacancies@stl-cmat.org.uk by the closing date.