



2 x Administrative Assistant
Post 1: Monday- Friday 8.30-1.30pm
Post 2: Monday- Friday 1.30-3.30pm

The Governors of St. Augustine's Catholic Primary School, Weymouth are seeking to appoint two Administrative Assistants to start as soon as possible. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

Required Date: As soon as possible

Salary: £15,916 pro rata (term-time only), £8.25 p.h

Contract: Permanent/Part-Time

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: Monday 5th February 2018 @ 12 noon

Interviews: Tuesday 20th February 2018

Shortlisted candidates will be notified by email

Visits to the school are encouraged. To arrange a visit, please contact Mrs. Beverley Williams, Administrator by email at bevwm@staugustines.dorset.sch.uk or contact the school on 01305 782600.

Please apply via Dorset For You by clicking on 'Apply for this job', or alternatively an application form is available on our website: www.staugustines.dorset.sch.uk. For further information please contact Mrs Beverley Williams.