



St. Augustine's Catholic Primary School

Hardy Avenue
Weymouth DT4 0RH

Tel: 01305 782600

Fax: 01305 788038

E-mail: office@staugustines.dorset.sch.uk

Headteacher: Mrs. Emma Berry



Administrative Assistant

The Governors of St Augustine's Catholic Primary School, Hardy Avenue, Weymouth, are seeking to appoint a positive and inspiring Administrative Assistant. They are keen to accommodate the best candidate who will make a positive impact on our school and standards. Applicants with relevant 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

We are looking for a dedicated, highly motivated and enthusiastic individual to contribute to our vibrant, caring and inspiring Catholic school.

In this key role, you will: -

- Have experience of working within a demanding office environment
- Have effective communication skills
- Be a proactive and well organised individual with a meticulous approach to their workloads
- Be enthusiastic and resourceful with a keen drive to succeed and ensure office management is delivered consistently
- Good understanding of Health and Safety regulations
- Good personal organisation and time management skills
- Awareness and understanding of safety and security measures.

St Augustine's Catholic Primary School is fully committed to safeguarding and promoting the welfare of children and we implement all elements of the safer recruitment process. This post is subject to an enhanced DBS check.

If you feel you would enjoy the challenge that this role offers, please download and complete the Application Form, Model Rehabilitation Offenders Act 1974 Disclosure Form and Recruitment Monitoring Form from school website. NB. The Job Description is also available from the school website.

Please send completed application forms to office@staugustines.dorset.sch.uk, or alternatively, hand-deliver or post the forms to the school marked for the attention of the Headteacher at St Augustine's Catholic Primary School, Hardy Avenue, Weymouth, DT4 0RH.

Please note CV's will not be accepted.

Hours: 25 Hours per week, term time.

Salary Spinal Point 11-14 (£17,007 - £17,681 pa pro-rata) dependant on experience.

Closing Date: 15th February 2019

Shortlisted candidates will be notified by email or telephone after February half term.

School Website: www.staugustines.dorset.sch.uk