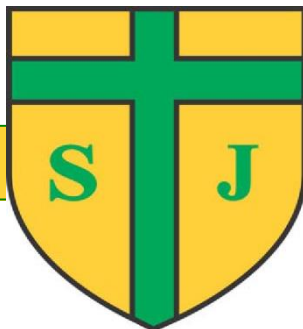


Manor Square  
Otley  
LS21 3AP

ST JOSEPH'S CATHOLIC  
PRIMARY SCHOOL OTLEY  
*A Voluntary Academy*



Telephone: (01943) 463840  
Fax: (01943) 464191  
Email: c.knight@stjosephsotley.org

Headteacher: **Mrs C. Knight**

### St Joseph's Catholic Primary School Otley, a Voluntary Academy

#### **Administrative Assistant / Lunchtime Supervisory Assistant – available immediately**

- **Administrative Assistant (part-time) 17.5 hours per week, term time only**  
NJC Scale B1 (£6,471 - £6,974 actual salary)  
Hours of work: 8.35 am – 12:05 noon (3 hrs 30 mins per day)
- **Lunchtime Supervisory Assistant (part-time) 5 hours per week, term time only**  
NJC Scale, A1 point 8 (£1,709 actual salary)  
Hours of work 12:05 pm – 1.05pm (5 hrs per week)

The Governors are looking for an enthusiastic and friendly Administrative Assistant to join our Catholic primary school. The successful candidate will need a willingness to train in our new systems and procedures and put these into place. You will be an effective and welcoming first point of contact for our school. You will have a calm, courteous, professional and friendly approach along with the ability to work under pressure, meet deadlines and work effectively as a team member in our busy environment. You will be able to work flexibly and efficiently and have a commitment to equal opportunities.

#### **The successful candidate will:**

- Have a knowledge / experience of SIMS.net, personnel administration, pupil data and ParentPay.
- Be skilled in Microsoft Office
- Use effective communication and have good keyboard skills.
- Have experience of working in an office environment.
- Demonstrate good literacy and numeracy skills.
- Undertake general financial admin e.g. processing orders / invoices / cash handling.
- Be supportive of the Catholic ethos of the school.

#### **We offer:**

- Continuing professional development opportunities.
- Support of the Leadership Team and a friendly office environment.

For further details please see our website: <https://www.stjosephsotley.org/>

Email: v.wilkinson@stjosephsotley.org

Tel: 01943 463840

Closing date for applications: Tuesday 6<sup>th</sup> June @ 12.00 noon

Interviews: Wednesday 14<sup>th</sup> June 2017

Our school is committed to safeguarding and promoting the welfare of children. All post holders are expected to share this commitment. The successful candidate will be subject to enhanced DBS disclosure and satisfactory references.



The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801  
Registered Office: St. Mary's Catholic High School, Bradford Road, Menston, LS29 6AE