



St. Mary's Catholic Primary School

Educate Protect Love Serve

Barn Lane, Bodmin, Cornwall, PL31 1LW

Tel: 01208 73218

Headteacher: Mrs Alison McDonald

Website: www.st-marys-bod.cornwall.co.uk



The Governors of **St Mary's Catholic Primary School, Bodmin** are seeking to appoint a positive and inspiring administrative assistant to join our team. Start date is **23rd April 2019**. We 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
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to time manage themselves effectively
- To work as part of the team alongside the Schools Hub Business Manager, the Head Teacher and the Premises Manager of Plymouth CAST, whilst establishing positive relationships with pupils, parents, governors and staff.
- Be hard working with a positive nature.

Required: Tuesday 23rd April 2019

Salary: NJC scale points 11-14 (£17,007 - £17,681) pro rata for term time only

Contract: Permanent, 24.50 hours weekly, Tuesday 9.30-4.00, Wednesday 9.30-4.00, Thursday 9.30-4.00 and Friday 8.00-3.30

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: Sunday 24th March 2019 midnight

Interviews: Friday 29th March 2019

Shortlisted candidates will be notified by email

If you have any questions about the post please email the Headteacher, Mrs Alison McDonald on

head@st-marys-bod.cornwall.sch.uk



@StMarysBodmin