



St Alban's Catholic High School



“Learning, Respecting, Caring”

Department Administrator (Part-time)

**Fixed Term Contract until 22/7/25
(with a view to be made permanent)**

Starting Salary Grade 2 Points 3
£24,027 FTE (£8,305 pro-rata per annum)

15 hours per week /39 weeks per year (term time only)
Working pattern negotiable, over a minimum of 3 days preferred.

Required as soon as possible:

The Governors are seeking to appoint an enthusiastic and committed individual to provide effective and efficient administrative support. The postholder will be required to support to Head of Departments through a variety of administration tasks and work as part of the reception team as needed. Previous experience in a school environment is preferred though not essential.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

Closing Date: **10am 6th February 2024**
Interviews: **W/C 10th February 2024**

Further details and an application form are available on the school's website:
<https://www.st-albans.suffolk.sch.uk/Vacancies/>

Application, disclosure and recruitment monitoring forms should be submitted electronically to starecruitment@stalbans-staff.org
All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.