**St Thomas More Catholic High School**

Part of the Bishop Bewick Catholic Education Trust

Vacancy: **Administrative Assistant**

**£19,650 - £20,852 per annum pro rata, Actual £16,627 - £17,644 per annum**

**(April 2022 pay award pending)**

**37 hours per week, term time only (open to Job Share)**

Governors seek to appoint skilled, committed and enthusiastic Administration Assistants to join our school to support all office and admin functions expected in a busy High School. The roles available include supporting the school's finance function, the admissions process, HR/recruitment, administration of exams and the management of student data.  
Successful applicants will be capable of working in a diverse role and meeting multiple demands and deadlines across the school week. You should be happy to be flexible with the tasks you are assigned. You will have good ICT skills as you will be required to use Excel, Word & email systems. Depending upon your skill set, the successful applicants will be asked to assist with some, or all, of the following systems: the schools Management information system (SIMS); the schools parent communication system (Parentmail); the school's finance system (PSFinancials). Applicants do not need to be proficient in all of these aspects as we will seek to assign the successful candidate to the tasks that best suit them. Training will be provided.  
Other admin tasks may include booking & record training for all staff; managing the main school email address & distributing enquiries appropriately on a daily basis; providing relief cover on the school's main reception; and being responsible for all hospitality arrangements in school.

These roles are all term time only and up to 37 hours a week. We are open to the possibility of filling this role on a job share basis and therefore welcome applications from people who want either a full time, term time only role and also from those who would prefer to work part time hours during term time.

Completed application forms should be returned directly to the school by post and/or by e-mail (cpalgrave@stmacademy.org.uk), no later than Monday 27th June 9am. Interviews are expected to be held the week commencing the 4th July. Only the successful candidates will be contacted by the school.

Person specification, job description and application forms and further details are available in the supporting documents or on the school website: [www.stmacademy.org.uk](http://www.stmacademy.org.uk). Please return completed applications to [cpalgrave@stmacademy.org.uk](mailto:cpalgrave@stmacademy.org.uk).

**Closing Date**: **Monday 27th June 9am**

**St Thomas More is committed to the safety and protection of its students. The successful applicant will be required to undergo an Enhanced Disclosure check via the Disclosure and Barring Service together with other relevant employment checks deemed appropriate.**

School Name: St Thomas More Catholic High School

Full address: Lynn Road, North Shields, Tyne and Wear

Postcode: NE29 8LF

Tel: 0191 2588360

e-mail: cpalgrave@stmacademy.org.uk

Website: [www.stmacademy.org.uk](http://www.stmacademy.org.uk)