

Administrator – Personnel
Term Time Only Plus 1 week – 39 weeks
25 hours per week Monday-Friday 9.30am-2.30pm
Range 2, Point 9
Actual Starting Salary £10,162

Fixed Term until December 2020

We are currently seeking to appoint an enthusiastic, hard-working, organised and confidential person to join our Business Services team. The successful candidate will thrive working in a fast paced and diverse team delivering services to the support staff provision of our school. Working with the Business Manager this position will provide personnel and HR administration on behalf of the school, as well as providing efficient administration to Heads of Department.

St. Paul's is a thriving and successful Catholic school with an excellent reputation. Our commitment to excellent teaching and learning can be demonstrated through bespoke CPD opportunities and through the management of a growing and successful training school. All staff members are committed to the care and success of pupils and working in a setting where values of forgiveness, concern for others and respect are shared as the core values of St. Paul's regardless of faith.

For further details and an application form please visit the school website www.st-pauls.org.uk, e-mail enquiries@st-pauls.org.uk or call 01908 669735

Previous applicants need not apply.

Closing date for applications: Monday 4th March 2019 at 9.00am
Interview Week Commencing 11th March 2019

All appointments are subject to a satisfactory enhanced DBS disclosure. St. Paul's is committed to the safeguarding of children and expects all staff and volunteers to share this commitment.

Headteacher:
Jo-Anne Hoarty

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01908 669 735

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