Administration Support Assistant

Grade 3 point 4- Permanent appointment.

Salary: £19,924 ( Actual Salary: £16,515)

35 hours per week term time only (hours 8.00 am – 3.30 pm)

The Governors seek to appoint a motivated, flexible and enthusiastic Admin Support Assistant to join our committed staff team. The successful candidate will be required to provide general clerical admin and finance support to the school and will be able to demonstrate high standards of literacy, numeracy and ICT skills.

Closing date: Monday 13th June 2022 at midday

Shortlisting date: Tuesday 14th June 2022

Interview date: Wednesday 15th June 2022

Please return completed applications and supporting documents to:

admin@st-josephs.manchester.sch.uk