



Administrator for Pastoral Team

Permanent position / Full-time
Required as soon as available
SCP 9-11: £25,119 to £25,979
Term-Time Only, Actual Salary £21,822 - £22,569

We are seeking to appoint a qualified and enthusiastic Administrator for Pastoral Team for a permanent, full-time, position. The successful candidate will have great organisational and interpersonal skills, the ability to find efficiencies and tweak practice so that pastoral processes and administration run smoothly for all.

St. Francis of Assisi is a fabulous and highly successful school where staff and students feel happy and safe and where teachers and learners have a close working relationship. We have very high expectations of manners, behaviour and relationships and these expectations create an environment where all can achieve their ambitions and aspirations.

We provide a first-rate induction and continuous CPD programme for all so that nobody is left to 'find their way' in our school and you will be trusted to be the expert in your position when you get here. **Applications are welcome from non-Catholics.**

This is a unique opportunity to work within a knowledge rich school; where students are hardworking and have a positive attitude. You will become a member of a strong Support Staff team and work closely with the Pastoral Team who are experienced, knowledgeable, friendly and supportive.

St Francis of Assisi Catholic College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.

Further details and application forms are available from our website: www.stfrancis.cc.

Closing date: Monday 20th May 2024 at Midday

Interviews: Thursday 23rd May 2024

To send in an application or if you have any queries, please contact Mrs S Cohen- Green Headteacher's PA at scohen-green@stfrancis.cc

