



Holding Hands with Jesus as we love, learn and grow together

St Columba's Catholic Primary School
Hillside Road, Huyton, Knowsley. L36 8BL
Tel; 0151 477 8360
Email: stcolumbasknowsley.gov.uk

Dfe 340/3357

www.stcolumbasknowsley.co.uk

Headteacher: Miss K Edwards

Deputy Headteacher: Mrs P Williams

ADMINISTRATOR LEVEL 2
Pay Band E / SCP 7-11

£25,584- £27,269 pro rata, per annum
[Actual Salary: £22,003 - £23,833 per annum]

35 hours per week / 46 weeks per year

To commence as soon as possible on a permanent contract

The Governors of St Columba's Catholic Primary School are looking to appoint, a highly motivated administrator with strong organisational skills to join the school's busy office. The person appointed will provide routine general administration support in the school office including typing and reception duties and will be expected to operate and produce standard documents from school IT systems.

The successful candidate will have excellent communication skills, the ability to use a wide range of technology, including experience of SIMS.net, have good ICT skills and experience of using Microsoft Office.

St Columba's Catholic Primary is a GOOD School, which is OUTSTANDING in Personal Development.

Our school is renowned for its welcoming and nurturing ethos. All visitors will be guaranteed the warmest of welcomes. The school has an excellent reputation with parents, parish and the wider community, particularly in regard to our Catholic ethos and the 'exemplary and exceptional' care, guidance and support we give our children and their families. There are no barriers in our school, we unite together to fulfil our mission.

The school community of St Columba's can offer:

A caring and safe school with a warm and nurturing ethos rooted in the Catholic faith, plus:

- ✓ An innovative, dedicated and supportive Leadership Team that challenges itself every day to make a difference to the lives of our children
- ✓ Friendly colleagues who work exceptionally hard and are committed to providing high quality education and experiences for all children
- ✓ Happy, well behaved and enthusiastic pupil
- ✓ A range of exciting professional development opportunities.



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We recommend you arrange a visit to our school.

Please contact Mrs. Gemma Heywood, School Business Manager on 0151 477 8360 to arrange a visit.

Candidates should evidence their strengths throughout the CES application and address the person specification.

Application forms and **person specification** are available from the school office or via the school website www.stcolumbasknowsley.co.uk

St Columba's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and adheres to the Equality Act 2010. We expect all staff and volunteers to share this commitment; any offer of employment will be subject to receipt of an enhanced DBS disclosure. Candidates must also comply with the Asylum and Immigration Act; proof of eligibility to work in the UK will be required.

By engaging in this recruitment process, short listed candidates consent to an online search in line with Keeping Children Safe in the Education Statutory Guidance 2023.

Applications must be made on the CES application form which can be found at www.cesew.org.uk, along with the recruitment monitoring form and Rehabilitation of Offenders Act 1974 Disclosure form. Completed applications and supporting documents should be emailed to stcolumbas@knowsley.gov.uk for the attention of the Headteacher.

Closing date: Friday, 29 November 2024 @ 16.00pm

Short Listing: Monday, 2 December 2024

Interviews: Friday, 6 December 2024