



Diocese of Middlesbrough



Fides Caritas Unitas

# ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

Head Teacher: Mrs S L Keelan-Beardsley



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## All Saints RC School

Mill Mount

York

YO24 1BJ

### Required October 2022

#### Administrative Assistant

Contract type: 20 Hours per Week Term Time Only

Salary: Grade 4 Level 2-4 £19,550-£20,363 (£8,941.79-£9,313.64 reduced pro rata)

Contract term: Permanent

The governors of All Saints York are seeking to employ an organised, confident, and caring person to provide a practical and strategic approach to further improve the efficient running of administration at this outstanding secondary school.

The successful candidate will:

- Enjoy working with young people and their families
- Have a positive and flexible approach
- Communicate effectively and maintain confidentiality
- Be tenacious and refuse to stop until the required outcome is achieved.
- Have the ability to analyse and identify patterns in data and provide creative solutions to problems.

This is an exciting opportunity for an ambitious educational professional to work as part of a supportive, friendly and dedicated Administrative team. You will also benefit from a quality professional development programme and as part of our teaching school alliance.

If you are innovative in your approach and committed to having a positive impact of the lives of young people, we look forward to receiving your application

All Saint's RC School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an ENHANCED criminal record check via the DBS.



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

For further details and application form please download from our website:

[www.allsaints.york.sch.uk](http://www.allsaints.york.sch.uk). Return Application Forms by post or email to [recruitment@allsaints.york.sch.uk](mailto:recruitment@allsaints.york.sch.uk).

**Closing date:** Friday 30 September 2022 9am

**Interview date:** TBC

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