



Our Lady of Mount Carmel Catholic Primary School

Sandringham Road, Intake. Doncaster. DN2 5JG

Tel: 01302 349743 Fax: 01302 739408

Headteacher: Mrs L Gamble

Web site: www.ourladymountcarmel.doncaster.sch.uk

e.mail address: admin@olmcprimary.co.uk

Admin Assistant required as soon as possible .

Grade 5 £14,656-£15,249

35 Hours per week , Term time only 8.30-4.00pm

The Governors wish to appoint an enthusiastic and conscientious person to provide excellent administrative support to the Business Manager & Office Staff. The successful candidate must be prepared to attend meetings if required and attend any relevant courses.

The Governors require an admin assistant who will be :

- Highly self-motivated, enthusiastic and flexible in their approach to work aligned with faith based working environment.
- An experienced team worker
- A pleasant and effective communicator with children, parents, staff & visitors
- Committed to your own professional learning
- An experienced SIMS user or show demonstrable experience in similar IT systems
- Excellent in the use of other IT i.e. Microsoft Office,
- An experienced administrator who can maintain confidentiality at all times.
- Fully supportive of the support the Head, SLT and Business Manager.

We will offer:

- An exciting opportunity to work in a school with a strong Catholic ethos
- Wonderful children who have a thirst for learning
- Talented, supportive and innovative staff
- High quality opportunities to develop professionally
- Supportive parents
- Forward thinking Governors

The Governors are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to an enhanced DBS check. We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed. To find out more about Doncaster Council, please visit <http://www.doncaster.gov.uk>

Visits to school are encouraged and can be arranged by contacting school on 01302 349743 or email admin@olmcprimary.co.uk alternatively visit our website at www.ourladymountcarmel.doncaster.sch.uk
Application forms may be obtained by email on request.

All completed CES applications must be returned directly to the school either by post or emailed to admin@olmcprimary.co.uk

Closing date : CES Application Form to the Headteacher by 11am Friday 18th September 2020

Shortlisting : Monday 21st September 2020

Selection day (Two-part process): Friday 25th September 2020