



Administration Assistant required for January 2025 Grade 2, term time only, 25-32.5 hrs per week

The governors of Holy Family Catholic School are looking to appoint an Administration Assistant to join our friendly office team.

We are looking for someone who has:

- A well organised friendly approach, who is flexible and professional, particularly when multi-tasking under pressure.
- Knowledge of SIMS, FMS and online payment & parent communication systems. This would be an advantage but not essential as full training will be given.
- A confident telephone manner and an effective communicator as the first point of contact for visitors to our school.
- Reliable with the ability to prioritise workload to meet deadlines to ensure office systems operate efficiently for the smooth running of the school.

The successful candidate will be willing to support the Catholic ethos of our school, with an ability to work well with others as part of a team whilst also using their own initiative. A positive approach to working with children is essential, as is a commitment to our safeguarding procedures.

In return we offer:

- Fantastic children who are desperate to learn
- Friendly and supportive families and staff
- A caring family environment with a commitment to safeguarding all children
- An opportunity to use your skills and develop professionally
- A welcoming and supportive Governing Body

Still unsure? Then come and visit us!

Informal visits are strongly encouraged, please contact the school office on 0121 675 2670

For an application pack and further information, visit our website <https://www.holyfam.bham.sch.uk/> or email recruitment@holyfam.bham.sch.uk

Closing date: 5th December 2024

Shortlisting: 6th December 2024

Interview Date: Week Commencing 9th December 2024

All shortlisted candidates will be subject to an online search.



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