



## P/T SCHOOL SECRETARY

Salary: Actual salary £6,560.49 pa

Scale: NJC 18

Hours: 15 hrs per week

(Mon-Fri 11 am – 2.00 pm (flexibility may be required with notice))

Term-Time to include inset days and 15 hours during August to be agreed)

Required as soon as possible

This is an exciting opportunity to join St Ambrose College.

The successful candidate will work with a committed and hardworking team of office staff.

To work as part of the College office team, providing a friendly and welcoming services to pupils, staff parents and visitors at St Ambrose College. The post holder is expected to be able to prioritise tasks and to manage their workload with a minimum of supervision. A flexible and efficient approach is required.

**General Responsibilities:** To perform the duties of a school secretary and provide general clerical and/or administration support for the office and teaching staff.  
To ensure the timely distribution of school correspondence and data entry using school computer packages.

School experience advantageous but training on all systems will be provided.

**(see job description for full details on the College website)**

The College is an 11-18 State-funded Independent Catholic Grammar School.

The application form and details can be obtained upon request or alternatively downloaded from the College website and returned to Mrs Howard.

**Closing date for applications – 27 March 2017**

**Interviews to be held 31 March 2017**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment is subject to a probationary period, satisfactory references and DBS check.