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| **Vacancy Placement Form – Schools Only** |

* All mandatory fields MUST be completed \*
* This form must be accompanied with a Job Description & Person Specification

Please return to [schoolhrteam@blackburn.gov.uk](mailto:schoolhrteam@blackburn.gov.uk)

(To cross any of the boxes below double click the box then change default value on the form displayed to ‘checked’)

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| Vacancy Details\* | | | | | |  | | | |
| Job Title | Admin Assistant | | | | | Application Form\* | | | |
| Grade | Grade C (SCP 3 – 5) | | | | |
| Location | St Peter’s CE Primary School, Darwen | | | | |
| Job Reference Number (if known) |  | | | | |
| Hours per week | 32.5 hours | | | | | BwD Standard Teaching | |  | |
| Closing date | Wednesday 25th June at 12:00 noon | | | | | BwD Standard Non-Teaching | |  | |
| Required from | 1st September 2025 | | | | | RC Diocesan | |  | |
| **Contract Type\*** | | | | | | C of E Diocesan | |  | |
| Perm Temp  Fixed Term Casual | | Fixed Term End Date (if appropriate) | | |  | Head Teacher | |  | |
| **Employment Status**  Full Time Part Time Term Time | | | | | | Pack to be included  (other than JD/PS) | | |  |
| Application forms distributed from: | | | | School  BwD jobs page | | | | | |
| Application forms returned to:  (please include email address if applicable) | | | | [office@stpetersdarwen.blackburn.sch.uk](mailto:office@stpetersdarwen.blackburn.sch.uk)  or  St Peter’s CE Primary School, Turncroft Road, Darwen. BB3 2BW | | | | | |
| **DBS\*** | | | | | | | | | |
| Enhanced  Standard  N/A | | | | | | | | | |
| **Advert content\***  (please type your advert here) | | | | | | | | | |
| The Governors of St Peter’s are seeking to appoint a high quality, talented and motivated Administration Assistant to work with enthusiasm to contribute to the continued success of our school and to become part of our committed team.  The hours of work will be 8.30am – 4:00pm Monday – Friday with an hour for lunch, term time only.    The successful candidates will be able to demonstrate:   * To be able to be the first point of contact for all staff, pupils and visitors, providing an efficient and welcoming reception environment and dealing effectively with all enquiries. * To provide an efficient and effective administrative service including distribution and dispatch of post and dealing with general enquiries from staff, pupils and visitors. * Excellent communication skills both orally and in writing together with the ability to respond to a variety of audiences and stakeholders. * Excellent organisational skills, including the ability to use own initiative and be proactive in the management of own workload. * Excellent IT skills with experience. * The ability to work well in a team and to stay calm. * An understanding of an educational environment and the needs of pupils in the 4‐11 age range. * An ability to empathise with the Christian ethos of the school and the progress and success of the pupils. * An awareness of some of the key developments in education. * Has the ability to establish and maintain a confidential, caring and sensitive relationships with school, pupils and parents * Has a great sense of humour   We offer:    • A strong, caring Christian ethos  • Motivated, caring and well behaved pupils  • Experienced and dedicated staff and Governors  • A commitment to continued professional development  • A close working partnership with Governors, parents and the parish  • The chance to make a difference  **Closing date**: Wednesday 25th June at 12:00 noon  **Interviews:** Friday 4th July 2025  **Start date:** ASAP  ‘Sowing the seeds of tomorrow’  Matthew 13:1-13 | | | | | | | | | |
| Name of person completing form:  Emma Main | | | Job Title:  SBM | | | | Contact Number:    01254 701299 | | |

**Please return to** [**schoolhrteam@blackburn.gov.uk**](mailto:schoolhrteam@blackburn.gov.uk)

**If you have any queries please call the School HR Team on 01254 588973**