



St. Mary's Catholic Primary School
Herringthorpe Valley Road
Rotherham
S65 2NU
Tel: 01709 361502
www.stmarysherringthorpe.co.uk

Job Title	Administration Assistant – Temporary until August 2026.
Contract	13 hours per week (2 days – Thursday / Friday). Term time only.
Start Date	1 September 2025
Salary	NJC Band C, SCP 3-4, £24,027 to £24,404
Actual Salary	£7337 to £7.453 (Pay Award Pending)
Reporting to:	Business Manager
Closing Date	Monday 16 June 2025 at 9am
Interviews:	Week commencing 16 June 25

We are delighted that you are considering applying for the Admin Assistant (Temporary) at St. Mary's Catholic Primary school, Rotherham, within the St Francis Catholic MAT. This is a truly exciting time to be joining St Francis as a new Catholic Trust of 13 schools, growing to 24 schools in line with the Bishop of Hallam's vision for education.

This is an exciting opportunity to join our team as a member of staff, to develop both personally and professionally, and to play a significant role in the continued success and ongoing development of our school.

We are looking for someone who:

- Will be fully supportive of the Catholic ethos of our school
- Is well organised with excellent communication and interpersonal skills
- Has experience of general administration duties
- Has the ability to manage and prioritise tasks
- Strong ICT skills and the ability to learn new systems quickly
- A flexible and confident approach to work
- Is committed to children's welfare and safeguarding

Tel: 01709 914070 | **Email:** admin@stfranciscmat.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN





We will offer you:

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents
- Opportunities to grow professionally

If you are interested in this post, informal visits to our school are very warmly welcomed; just contact us to arrange an appointment to come and meet with the Headteacher. Application forms and further details are available by emailing the Business Manager, Catherine Peace at office@smh.school

How To Apply:

For an application pack please visit <https://stfcmat.com/vacancies/>

Completed application forms should be returned to Catherine Peace, School Business Manager at office@smh.school by the closing date of **Monday 16th June 2025 @ 9am.**

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