



St. Joseph's Catholic Primary School
Lidgett Lane
Dinnington
Sheffield
S25 2QD
Tel: 01909 550123
www.stjosephs-dinnington.co.uk

Role: Administrative Assistant

Contract: Permanent, term time only, 21 hours per week over 3 days Wednesday, Thursday & Friday 8.30am – 4pm

Start Date: ASAP

Salary: Band D Pro Rata - £24,790 - £25,183 (FTE)

Reporting to: Headteacher

Closing Date: Friday 17th January 2025 @ 9am

Interviews: Tuesday 21st January 2025

We are delighted that you are considering applying for the Administrative Assistant at St. Joseph's Catholic Primary School, 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.

St. Joseph's is based in the town of Dinnington, South Yorkshire and has increasing popularity and growing numbers on roll. We are a warm and welcoming school where every member of the community is valued and celebrated as an individual with unique qualities, gifts and talents. Our Catholic values and ethos permeate all aspects of school life, and our core values (Faith, Aspiration, Effort and Respect) are at the heart of all we do.

We are part of the St. Francis Catholic Multi Academy Trust and as such are part of a community of schools who come together to share and develop our practice. As a Trust which is committed to talent spotting, nurturing and progression, this role would suit those looking for significant future development.

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 seeking to appoint an Administrative Assistant to join our school team. We are looking for someone who is motivated and skilled, and can work both individually and within a team, working in partnership with our children, parents and staff in a calm and friendly manner. Someone who ensures that any contact with the school, whether in person, over the phone or by email reflects our caring ethos and welcoming approach. We are seeking candidates who have school office experience or other office experiences along with a willingness to be trained in school procedures and policies. The role requires an individual who can work strategically and logically using a range of business systems and services supporting administrative aspects of the school in order to support the Headteacher and Finance & Operations Officer in complementing our current practice.



Tel: 01709 914070 | Email: adminstfrancis@hallam-diocese.com | www.stfcmat.com
Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN



- Excellent communication and interpersonal skills
- Experience of general administration duties
- The ability to manage and prioritise tasks
- Strong ICT skills and ability to learn new systems quickly
- A flexible and confident approach to work

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

We welcome visits to the school. Please contact Leanne Deakin, Finance & Operations Officer on: Ideakin@stjdinnington.co.uk

How to Apply

Please visit <https://stfcmat.com/vacancies/> to obtain Administrative Assistant Recruitment Pack.

Please complete all relevant documentation by the closing date of **Friday 17th January 2025 @ 9am** and send to Leanne Deakin, Finance & Operations Officer on Ideakin@stjdinnington.co.uk

