



St. Vincent's Catholic Primary School
St. Vincent Street
Marylebone London W1U 4DF
Tel: 0203 146 0743
Email: office@stvincentsprimary.org.uk
Website: www.stvincentsprimary.org.uk
Required September 2024

ADMINISTRATIVE ASSISTANT

(Term time only plus 10 days)

36 hours per week Band 2 (Steps 1-3) £31,716 to £34,770

The Governors of this successful school, which has a very caring ethos, invite applications from an enthusiastic and committed person to work as an administrative assistant.

Purpose of the job: under the guidance of senior staff, to be responsible for undertaking of administrative/financial/organisational processes within the school and to assist with the planning and development of support services.

The successful candidate will be:

- committed to promoting the Catholic ethos of the school
- an effective communicator with a positive attitude
- honest, reliable, flexible and able to work as part of a team
- a confident user of a variety of IT software programs
- well organised with excellent literacy and data handling skills
- enthusiastic about working with children

The school offers the opportunity to:

- work in close partnership with a dedicated and supportive staff and Governing body
- develop your career in a beautiful school with excellent facilities and positive links with parents and the vibrant local community
- attend training and CPD opportunities to further develop your office administration knowledge, understanding and skills

Visits to the school are warmly welcomed. Application forms and further details are available from the school website www.stvincentsprimary.org.uk or by contacting the school office.

Closing date: **Monday 1st July 2024 at midday**
Interviews: **Thursday 4th July 2024**