



St Cuthbert Mayne School

JOINT CATHOLIC AND CHURCH OF ENGLAND SCHOOL

Support Staff Vacancy

Admissions Officer/Administrator

Starting September 2025

20 - 25 hours per week, 39 weeks per year

Grade D grade 5-6

Salary for 20 hours per week £11,462 - £11,643

Salary for 25 hours per week £14,327 - £14,554

We are seeking to appoint an exceptional Admissions Officer to join our administration team. The successful candidate will have the knowledge and experience of how the school's admissions process works or a willingness to learn this. They will be able to provide high quality administrative support and be a team player who can work in a fast paced environment. The portfolio of administrative support will be discussed at the interview. They will be an excellent communicator and someone who is focused on doing the very best for our students and their families. This is in line with our school vision that we are "Educating for life in all its fullness".

Full details about this post and how to apply can be found on our website:

<https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>

If you would like to discuss the role or visit our school before making an application then please contact our Human Resources Officer by emailing:

recruitment@stcm.torbay.sch.uk

Closing date: Monday 7th July 2025 at 10am

Interview date: W/c Monday 7th July 2025

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

"Educating for life in all its fullness"