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**St. John Fisher Catholic High School**

**Baytree Road**

**Springfield**

**Wigan**

**WN6 7RN**

**Tel: 01942 510715**

**FINANCE AND ADMINISTRATION ASSISTANT**

**Salary: Grade 4, £16,518 - £17,529 per annum. £10.00 - £10.62 per hour**

**Full time and term time plus one week**

**Required from Monday 14 March 2022**

The Governors at St John Fisher wish to appoint a flexible, highly motivated, reliable individual to join our team of support staff. Your primary role would be to provide financial and administrative support to students and staff.

The successful candidate would be expected to develop good working relationships with staff, pupils and parents. You should set high standards and lead by example, upholding the school’s Mission Statement, ethos, rules and regulations.

Excellent communication skills are essential and experience of working within a school experience would be an advantage, however, full training will be provided.

Further details and application packs are available via the school’s website at <https://www.sjfhs.co.uk/join-the-fisher-family> and applications should be emailed to **recruitment@sjf.wigan.sch.uk****.**

**Closing Date: Friday 4 February 2022 @ noon**

**Interview Date: Monday 14 February 2022**

*This post is subject to Enhanced Disclosure Procedures*