**Our Lady and St Kenelm RC School**

*‘Bringing out the best in everyone, for the benefit of all,*

*In the Spirit of Christ’*

**LEVEL 2 OFFICE ASSISTANT**

**Are you looking to work in our innovative, exciting and happy school with motivated children and supportive staff?**

***The Governors of Our Lady and St Kenelm RC School are looking to appoint a Level 2 Office Assistant who sets an excellent personal example and professional leadership, will ensure that the Catholic ethos, rooted in the teachings of Jesus Christ and the Catholic Church, permeates all aspects of the life of the school.***

We have an already successful and committed team of staff, pupils and governors, to drive the existing excellent standards of attainment and future learning opportunities ever higher.

**The Governors are looking to appoint someone who:**

* Can help run a busy school office, has excellent communication skills and can manage, support and develop administration systems and resources within the school.
* Is passionate about working in a school environment
* Has a positive outlook, a sense of humour
* An ability to work with other professionals is essential.
* *NB: We reserve the right to close vacancies before the advertised date if a large number of applications have been received*

**Our Lady and St Kenelm is committed to safeguarding and promoting the welfare of children and young people and therefore the post is subject to an enhanced DBS statement.**

**We also conduct online searches for all posts in line with guidance from KCSIE 2024.  Online searches are not part of the shortlisting process itself and candidates will have a chance to address any issues of concern that come up during the search at interview.**

**Key features of the job will be to:**

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| --- |
| * Support the Office Manager in the day-to-day running of the school office
* Monitor School Money system
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| * Data entry
 |
| * Filing
 |
| * Point of contact for parents, visitors and external agents
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| * Stock checking and preparing orders for authorisation
 |
| * Book coaches
 |
| * Recording various payments
 |
| * Copy Typing
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| * Undertake reprographics, laminating, scanning, shredding
* Answer incoming calls and deal with queries
* Responsible for control of stationery stock
* As well as other duties as designated by the Office Manager or members of SLT.
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Hours: Monday – Friday **8:30am – 12:30pm** 20 hours per week, term time only (39 weeks)

Salary: Admin Assistant Level 2 - £11,211.22

**We can offer you:**

* An outstanding Catholic school following our most recent RE Inspection 2024
* A happy, hardworking and supportive team staff team
* Confident, happy and well-behaved children
* Fantastic CPD opportunities

Visits are warmly welcomed and encouraged.

Please ring or email for an appointment: **01384 816880**  **info@our-lady.dudley.sch.uk**

Closing date:  **Friday 26th June @ 12pm**

Interviews for successful candidates:**Tuesday 1st July**

**Application forms and supporting documents available in the vacancies area of our school website:** [**www.our-lady.dudley.sch.uk**](http://www.our-lady.dudley.sch.uk)