



The Federation of St. Edmund's and St. Patrick's



St. Edmund's R.C. Primary School
Upper Monsall Street
Miles Platting
Manchester
M40 8NG
0161 205 1700

St. Patrick's R.C. Primary School
Livesey Street
Collyhurst
Manchester
M4 5HF
0161 834 9004

Administration Support Assistant Required for as soon as possible Grade 3 SCP 4-6, 35 hours per week, term time only

The governors wish to appoint an enthusiastic, highly motivated Administration Support Officer to join the staff of our friendly Roman Catholic schools.

The successful candidate will:

- Preferably be a practising member of the Catholic Church
- Preferably have experience of working within an office environment
- Be someone who works methodically and pays attention to detail
- Have English & Maths skills to Grade C/4 GCSE (or at a level equivalent to NQF Level 2 or higher)

We can offer:

- A caring Catholic ethos
- Friendly children and staff
- A strong, supportive and hard-working team
- Excellent opportunities for CPD

For further information, an application pack and to make an appointment, please contact Sarah James (Administration Co-ordinator):
personnel@st-edmunds.manchester.sch.uk

Please note that all applicants must use the CES application forms which are available to download from the school websites;

[St. Edmund's R.C. Primary School](#)

[St. Patrick's R.C. Primary School](#)

Applications may be sent either by email or by hand to the schools.

Closing date: 9:00 a.m. Monday 2nd December 2024

Shortlisting: W.C. 2nd December 2024

Interview date: TBC

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidates will be subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.

The successful candidates will be required to sign the Catholic Education Service contract of employment in order to maintain and promote the Catholic character of the school.