**St Antony’s RC High School, a Voluntary Academy, Trafford**

**Bradfield Road**

**Urmston**

**Manchester**

**M41 9PD**

**TEL No: 0161 911 8001**

**RECEPTIONIST / ADMINISTRATIVE ASSISTANT**

**Fixed Term for 6 months in the first instance, to start as soon as possible
NJC Pay Scale, Band 2, Points 4-5**

**Salary £23,114 - £23,500. Actual pro rata salary £20,897 - £21,228 subject to pending pay award**

**Closing Date – Friday 06 September at 4.00pm - Interviews will take place the following week**

**36.25 hours per week, Monday-Friday, Term Time plus 5 days (39 weeks per year)
Pension: Local government pension scheme including a generous employer contribution**

We have a vacancy for 6 months in the first instance, for a full-time receptionist to join our hard-working team.

The successful applicant will:
Have good numeracy and literacy skills
Experience working in a customer service role
Have a positive, and flexible attitude
Have a strong commitment to teamwork
Be able to use own initiative

Previous experience working in a school environment would be an advantage, but is not essential.

**How to apply
If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the CES application form will be considered. Candidates who submit a CV will not be short-listed. Completed applications are to be returned to b.redmond@st-antonys.com**

**Safeguarding -** St Antony’s Roman Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure & Barring Service and satisfactory references.
