

HARRYTOWN CATHOLIC HIGH SCHOOL

Harrytown, Romiley, Stockport. SK6 3BU Tel: 0161 430 5277

www.harrytownschool.org

The Diocese of Shrewsbury in partnership with Stockport LA

NOR: c.780 pupils 11-16 years mixed



Headteacher: Mr K Turmeau

Role: Admin Manager and Leadership group administrator

Start Date: As soon as possible

37 hours per week - Term Time only + 2 weeks

NJC - Scale 6 (Actual salary range £20,881 - £22,279)

We are seeking to appoint a committed and enthusiastic colleague to the position of Admin Manager (including admin support to the Headteacher & Senior Leadership Team), in this successful 11 – 16 Voluntary Aided High School. Applications would be welcomed from suitably qualified colleagues who possess excellent secretarial skills and who have had experience of working and managing colleagues in an admin environment. Previous school experience, knowledge of SIMS and some experience in the field of education are highly desirable qualities. All employees will need to be able to act as role models to support the ethos and mission of our Catholic community. The post is currently vacant and the successful applicant will need to be available to commence as soon after that date as possible.

Closing date/time for applications – 10:00 on Monday 26 June 2017.

To apply: For further details about this post and an application form please visit the school website: <http://www.harrytownschool.org/3community/recruitment.html>

Applicants must complete (in full) the current CES application form which includes a supporting statement of no more than 1,300 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification. You should pay particular attention to the national standards for the position for which you are applying. (The supporting statement can be submitted as a separate document). Completed application forms should be submitted via email, by post or by hand: Hand delivered applications need to be during school working hours 08:00 – 18:30 Monday to Friday (during term time and before 15:00 during holiday times), by email via applications@harrytown.stockport.sch.uk or by post to the address above.

The successful applicant's appointment will be subject to satisfactory clearance by the Disclosure and Barring Service, suitable and appropriate references and health checks.

