



Administrative Assistant

Salary: Grade 2 (£22,366-£24,702) FTE, pro rata

Hours of work: Full time (36.5 hrs a week), term time only + 10 days

Permanent position

**Location: St. Edmund Campion Catholic School
Sutton Road, Birmingham B23 5XA**

Start date: 6th January 2025

The St John Paul II Multi Academy is a highly successful Catholic Multi Academy encompassing seven Primary Schools and two Secondary Schools. Our schools are based in Sutton Coldfield, Erdington and Aston.

The ethos of St John Paul II Multi Academy is Catholic and was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic multi academy, we aim to provide a Catholic education for all our pupils. As a Catholic multi academy, Catholic doctrine and practice permeate every aspect of every one of our school's activities. It is essential that the Catholic character of the school's education be fully supported by all staff within the multi academy. We therefore hope that all staff will give their full, unreserved and positive support for the aims and ethos of the St John Paul II Multi Academy.

The Governors of St Edmund Campion Catholic School wish to appoint an Administration Assistant to oversee the school's student services area. The role includes oversight of the student medical register. We are looking for someone who wishes to make a difference to the lives of our young people. The successful candidate will be:

- **well organised and flexible and have the necessary administration skills**
- **willing to go above and beyond for our students**
- **open to being first aid trained**
- **able to communicate well with students and parents**

St. Edmund Campion Catholic School is an over-subscribed 11-18 school serving the community of North Birmingham. Interested candidates are welcome to visit the school by arrangement. Please contact Julie Turner, PA to Principal, on turnerj@stedcamp.bham.sch.uk

We are committed to the development of all staff to be of their very best and our most recent Ofsted report graded the school good, with an outstanding Post-16 provision.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role. St John Paul II Multi Academy is an Equal Opportunities employer. The Multi Academy is committed to safeguarding and promoting the welfare of its children and staff and expects all staff and volunteers to share this commitment. A DBS check is required for all successful applicants. An online search will be undertaken on all shortlisted candidates. This search does not form part of the shortlisting process and you will have the opportunity to discuss any issues of concern that may arise from this search at the interview.

The deadline for applications is 12pm on Friday 15th November 2024

Date of Interview: Week Commencing: Monday 18th November 2024

Please note we do not accept CVs, applications will only be considered if received on a Catholic Education application form.

Please follow the links on our website to apply <http://johnpaulii.co.uk/vacancies>