



All Saints Catholic College

Birch Lane, Dukinfield, Tameside, SK16 5AP

Tel. No. 0161 338 2120

Fax No. 0161 338 9750

Email: schooloffice@allsaintscatholiccollege.com

Website: www.allsaintscatholiccollege.com

Headteacher: Mr A Diamond

Administration Assistant

APT & C Grade D, points 7 - 10

£20,092 to £21,322 pa (actual salary at point 7: £16,793 pa)

36 hours per week, term time only including 4 Inset days

**Hours of work: Monday & Tuesday 7.30am to 3.30pm
Wednesday to Friday 7.30am to 3.00pm**

The governors are seeking to recruit an Administration Assistant to join our exciting and forward thinking school, to take up the post as soon as possible.

Our school is on an exciting and transformational improvement journey. We have a superb team of staff and morale is very high. This is an opportunity to join an excellent, friendly and welcoming administration team. The principal responsibilities of the successful candidate will be to administer the day-to-day cover, including the management of the cover diary on SIMS, and to provide general administration support to the school. In return, we give high quality support and training.

Application forms and further details about the post, including job description and person specification, are available from the Headteacher's PA, Mrs K Leigh, or can be downloaded from the school website. The closing date is **Monday 23rd August 2021 at 12 noon**. Interviews will take place during week commencing 6th September 2021 (*date to be confirmed*).

Please return completed application forms to recruitment@allsaintscatholiccollege.com.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.