



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 G Diamond

11-16 Catholic Comprehensive College

(Number on roll - 796)

Administration Assistant – Pastoral

D (pts 7-10) £20,444-£21,695 pro rata

36 hours a week, term time only, permanent role

The governors of our inspirational 11-16 mixed Catholic College are seeking to recruit a highly motivated and positive individual to the role of Administration Assistant - Pastoral. The post will commence as soon as possible.

From 1st December 2022 the school will unite with the Corpus Christi Catholic Trust, making us a family of 5 schools the Shrewsbury Diocese. Applicants appointed after this date will be subject to the Terms and Conditions of the new Trust.

Our school is on an exciting and transformational school improvement journey. We have a superb team of people and staff morale is very high. This is a superb opportunity to be part of a very special team of people.

Located in Tameside and just a five minute drive from junction 23 of the M60 motorway, All Saints Catholic College is easily accessible from all parts of Greater Manchester. The school is also a short commute from parts of Derbyshire including Glossop and Hadfield.

Application forms and further details are available to download from the school website (www.allsaintscatholiccollege.com), or by contacting the school office on 0161 338 2120. Please contact Lisa Jones for further information on ljones@allsaintscatholiccollege.com

The deadline for applications is Wednesday 16th November 2022. Interviews will take place during week commencing 28th November 2022. Applications should be returned by email to recruitment@allsaintscatholiccollege.com

All posts are subject to an enhanced DBS check. All Saints Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants will be considered on the basis of suitability for the post regardless of race, sex, age or disability.