**St Patrick’s Catholic Primary School**

Smith Street, Ryhope, Sunderland SR2 0RQ

Tel:(0191) 523 5050

Email: office@stpatricksryhope.co.uk

Website: [www.stpatricksryhope.co.uk](http://www.stpatricksryhope.co.uk)

**Temporary Admin Assistant**

**Salary: RLW / Whole time salary £23,151.49/ pro rata salary £7966.80/ hourly rate £12.00**

**Start Date: 01/09/2024**

**End Date: 31/08/2025**

**Contract: Part Time 15 hours per week. Term time only plus INSET days.**

**Executive Headteacher: Mrs J.Ward**

**CEO: Mr T.B. Tapping**

St Patricks Catholic Primary would like to appoint a Fixed term Admin assistant to join the staff of our hard working, friendly team.

The successful candidate must:

• Have outstanding record of working well within a team, demonstrating a positive attitude and enthusiasm.
• Have sound mathematical and literacy skills.
• Have good organisational and interpersonal skills.
• Have excellent communication skills, both written and verbal.
• Have a comprehensive knowledge of ICT, preferably including SIMs and purchase ordering systems

• Will work in sympathy with our Catholic ethos

St Patrick’s Catholic Primary is part of Bishop Chadwick Catholic Education Trust. The Trust includes five Secondary and twenty-five Primary Schools across south Tyneside, Sunderland and East Durham. St Patrick’s Catholic Primary is a small primary school in heart of Ryhope.

 *‘Pupils embody the school’s values, including compassion and tolerance. They are proud to be part of the St Patrick’s community. Pupils have a keen sense of equality.*

*In this small but multi-cultural school, pupils demonstrate high levels of respect for others. They understand the school’s motto of ‘small but mighty’. A pupil reflected the words of others by saying that ‘everybody together makes us strong through friendships and harmony’. Ofsted March 2024.*

Completed application forms should be submitted by email to [office@stpatricksryhope.co.uk](file:///%5C%5CSPR-MB-01%5CShared%24%5COfficeShared%5CVacancies%5Cmat%20cover%202022%5Coffice%40stpatricksryhope.co.uk%20) by 12pm on Tuesday 4th June. Emailed applications are required and CV’s will not be accepted. For enquiries regarding this role, please contact Megan Vincent on office@stpatricksryhope.co.uk

Interviews will be held on Monday 10th June

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

*The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act, an online search and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks, along with an online search of all shortlisted candidates.*

*Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment. The Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures therefore Enhanced DBS checks are mandatory for all school staff.*