



Our Lady of Lourdes Catholic Primary School

Office Secretary Vacancy (April 2021)

The Governors of Our Lady of Lourdes Primary School are seeking to appoint an School Administration /Admissions Officer for 37.5 hours a week, 38 weeks per year (term time only).

Please see job description and person specification attached for key duties and responsibilities.

Working hours will be Monday to Friday (term time only) from 9.00am until 5.00pm.

The successful candidate will be part of a friendly and hardworking team. Our pupils are very welcoming, well-mannered and motivated to learn. Professional development is available to meet the needs of the successful applicant.

What is essential:-

- Experience of working in a busy office or school
- A friendly, approachable manner with excellent interpersonal skills and the ability to develop good relationships with pupils, parents, staff and visitors
- Ability to work within a team, showing support and flexibility, whilst being able to take personal responsibility for organising day to day workload as well as the ability to use your own initiative
- A confident and professional manner
- A wide knowledge and understanding of computer programmes such as Microsoft Office, Microsoft Excel as well as the knowledge or ability to learn school management programmes e.g. SIMS;
- An understanding of the importance of confidentiality and safeguarding
- Supportive of our school ethos.

Our Lady of Lourdes is a friendly and well-respected school within our community. We have strong links with our feeder parishes of Our Lady of Lourdes and St Peter's.

At Our Lady of Lourdes, we recognise the important role we achieve as teaching our children to love and serve each other as responsible members of our Christian community. We know the importance of enabling children to learn whilst enabling the development of the whole child.

Contact Sarah Daves for further information or to book a school visit:

finance@ourladyoflourdes.southend.sch.uk

Our Lady of Lourdes Catholic Primary School is committed to the safeguarding of children and this position is subject to an enhanced DBS check, reference checks and a pre-employment health check.

Applicants must complete a CES application form. Please download or print the document, complete in full and either submit online or send into school by post or hand deliver.