



St John Fisher
Catholic High School

Administration Assistant
Grade 5 (£16,481-£17,891 pa pro-rata)
50/50 Job Share
18.5 Hours per week Term Time plus
Training Days
Required ASAP

The role is to provide support for students at the student services office and cover for reception if necessary. The post holder will also contribute to the efficient operation of the school's administration team. The successful candidate will be educated to at least GCSE, with at least a Grade C in English and Maths.

St. John Fisher is an 11-18 comprehensive school with a rich Catholic ethos. There are 750 students on roll including the Sixth Form. The school was judged Good by Ofsted in October 2013 and November 2018, and Outstanding by the Diocese in December 2013.

Application packs can be downloaded from the Vacancies section on our website: www.stjohnfisherschool.org.uk; send completed applications by email to: jobs@stjohnfisherschool.org.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an enhanced disclosure from the Disclosure & Barring Service (formerly Criminal Records Bureau)

Closing date: Noon Monday 21 January 2019; Interviews: w/c 21 January 2019

Headteacher: Sean Hayes B.Ed., N.P.Q.H.
St John Fisher Catholic High School, Park Lane, Peterborough, PE1 5JN
Tel: 01733 343646