



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Executive Headteacher: Mrs Clare Tickel

Deputy Headteacher: Mrs Melanie Lord

Assistant Headteacher: Mrs Kerry O'Sullivan

Durdells Avenue Kinson Bournemouth BH11 9EH Tel.(01202) 574277

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Website: www.ctkcps.com

The Governors of Christ the King Catholic Primary School, Durdells Avenue, Bournemouth, Dorset, BH11 9EH are seeking to appoint a positive and highly motivated Administration Assistant to start as soon as possible. This is a part-time post working 7 hours per week on a Wednesday. The Governors are seeking applicants who are organised, conscientious and with good team-working skills.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Enjoy working front of house
- Have a friendly, professional and engaging manner
- Be able to work in a fast-paced environment
- Have good verbal and written communication skills
- Be an excellent organiser with a flexible approach to day to day work activities
- Be able to work as part of a team and establish positive relationships with pupils, parents and staff
- Have a reflective and evaluative approach to their practice

Required: As soon as possible

Salary: £18,333 to £18,855 Pro Rata (SCP 11 - 14)

Contract: Permanent

Visits to the school are encouraged. To arrange a visit, please contact The School Office by email at christtheking@ctkcps.com or contact the school on 01202 574277.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 31/10/2022

Shortlisted candidates will be notified by email

School Website address is www.ctkcps.com