

# St. Margaret of Scotland Catholic Primary School



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## VACANCY

### Administration Assistant – L3

Our Governing Body is looking to recruit an enthusiastic person to join our current Administrative Team. You will be an interface between parents and school staff. To act as a parent advocate, within the role of telephonist/receptionist for the school by being the first point of contact for all callers and also be able to provide a comprehensive administration and clerical service to the school office.

Experience of using Microsoft Office and Excel is essential along with the ability to manage own workload, working within procedures and guidelines, and meeting deadlines. Knowledge of Sims Pupil Management System is desirable.

Interpersonal and communication skills will be of the highest quality and you will be able to continue and improve upon current outstanding practice. You will also have the capacity to deal with Parents, Pupils, Staff and External Agencies in a professional manner.

**Working Pattern:** Monday to Thursday 8.00am to 4.00pm, Friday 8.00am to 3.30pm.

**Hours per Week:** 37 hours per week term time only plus 5 training days.

**Contract Type:** Permanent.

**Salary Information:** £14,639.00.

**Pay Grade:** L3.

All staff are expected to respect and support the Catholic ethos of our school.

Applicants for this public-facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English.

For an application pack please ring Michaella Leek on 01582 587501 or email [personnel@cardinalnewmanschool.net](mailto:personnel@cardinalnewmanschool.net).

Closing Date: Tuesday 7<sup>th</sup> August at midday.

Interview Date: Wednesday 15<sup>th</sup> August.