



Headteacher: Mrs Sarah Spencer

St Joseph's Catholic Primary School, Castleford, a Voluntary Academy
Pontefract Road, Castleford, WF10 4JB

Telephone: 01977 555780 **Email:** admin@sjc.bkcat.co.uk

Website: www.stjosephscpsccastleford.co.uk

Office Administrator

Full-time pro-rata Post: 35 hours per week

Hours 7:45 am till 3:45

Start Date –1st September 2019

We are looking for:

- A hardworking dedicated individual
- An individual with the ability to relate well to children and adults
- A person who is able to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- An IT literate individual who also has a good standard of English and Mathematics

In return we can offer you:

- Opportunities and support for professional and personal development
- A strong team vision
- A learning and creative environment
- The opportunity to be part of a dedicated, friendly and committed team of staff
- The opportunity to work collaboratively with other colleagues in the BKCAT Trust.

Visits to the school are most welcome. Please make arrangements by contacting the School

Office Manager: Matthew Sice 01977555780

Closing date: 19th July, 2019 4 pm

Shortlisting: 22nd July, 2019

Interview date: 26th July, 2019

School Start date: 2nd September, 2019

St Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.