



Headteacher: Mrs Sarah Spencer

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

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Senior Administrative Officer Vacancy- St Joseph's Catholic Primary, Castleford

Salary details: G6 FTE salary- £22,183-£24,982 (Term Time Only salary £17,948.39-£20,213.07)

Contract Type: Permanent

Hours Per Week: 35 hours per week, Monday- Friday 9:00 am- 5:00 pm

An exciting opportunity has arisen for a Senior Administrative Officer to join our school.

We have extremely high standards and expectations and are looking to appoint someone to join our well established Admin Team in this very important role. Full details of the role and requirements are detailed in the Job Specification. Ideally, the successful candidate will be experienced and skilled in working in a busy school environment. In addition, you will have experience of dealing with financial and HR aspects of the school including payroll information and overseeing financial control systems. You will also be proficient in working with IT systems.

The successful candidate will:

- be professional when dealing with parents, staff, children and other stakeholders in the school
- be highly motivated, hardworking and proactive
- have excellent interpersonal skills and be committed to working as part of a team
- have experience working in a school environment who may be looking to move to the next step in their career

Key duties will include:

- Managing manual and computerised record/information systems
- Analysing and evaluating data/information and produce reports/information/data as required- with guidance from the Trust Finance Manager
- Undertaking the administration of Payroll systems
- Assisting with the planning, monitoring and evaluation of budgets and expenditure
- Undertaking recruitment.



In return, we can offer:

- a warm, supportive school and parish community
- wonderful children who deserve the best
- a supportive and forward thinking Senior Leadership Team and Academy Council
- a commitment to your induction, professional development and opportunities to work with other colleagues across the BKCAT Trust
- a commitment to continuing professional development and career progression for all.

All applicants must be willing to play a full part in the life of our school and actively support the school's distinctive Catholic ethos.

The school is part of the Bishop Konstant Catholic Academy Trust. As a Trust we have a vision that goes beyond our individual academies and that changes our perception from **my** academy to **our** academy. Working collaboratively, each academy benefits from others' strengths and expertise within the Trust and practically from the services provided and procured centrally. Therefore the successful candidates normal place of work will be at St Joseph's Catholic Primary School, however the Academy Trust Company reserves the right to require you to work at other schools should it reasonably be required from time to time.

How to apply: Application and supplementary forms are available on our school website at www.sjc.bkcat.co.uk

Applications should be returned to Ceri Hall, Trust HR Assistant, by Friday 29th October at 12 noon on the email chall@bkcat.co.uk **Please note we are unable to accept speculative CV's.**

All our correspondence regarding this vacancy will be sent via email, so please check your emails regularly for updates on your application. We also advise you to check your junk /spam folder as some emails may end up there depending on your mail provider settings.

Closing date: 29th October, 2021

Interview and selection date: to be confirmed

The BKCAT is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The successful candidate must have good references and enhanced DBS checked.



The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at The Zucchi Suite, Nostell Business Estate, Nostell, Wakefield, WF4 1AB.



This Academy is a member of

**The Bishop Konstant
Catholic Academy Trust**

Learning Communities, Inspired by Faith