



**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**

**Permanent**

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

**Hours 7:45 am till 3:45**

**Start Date – as soon as possible**

**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.

CES application forms are available via email from [sbeswick@sjc.bkcat.co.uk](mailto:sbeswick@sjc.bkcat.co.uk).

**Closing date: Friday 7<sup>th</sup> January, 2022, 4pm**

**Shortlisting: Monday 10<sup>th</sup> January, 2022**

**Interview date: 13<sup>th</sup> January, 2022**

***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.***