



Finchley Catholic High School

Administrative Assistant (Student Services)

REQUIRED FOR June 2024 or ASAP

26 hours per week term time only + 2 weeks (4 days 8.30 am – 3.30 pm)

(NJC Scale Point 5-7 (FTE £27,030-£27,855) Actual salary £17,072-£17,593)

Voluntary Aided **NOR:** 1250 300 in 6th Form

Our school is a very highly regarded, heavily oversubscribed and vibrant all boys' comprehensive school with a mixed 6th form. It has a strong community ethos and a record of excellent examination results, well above national averages.

This is an exciting role and governors are seeking to appoint a well-qualified and talented Administrative Assistant to work within the Student Service Department.

We require:

- an enthusiastic and passionate colleague who shares our vision that the child is at the centre of everything that we do
- a colleague who enjoys positives and professional relationships with staff and young people
- a collegiate approach and a commitment to working as a member of a team
- a colleague who demonstrates high levels of resilience and sensitivity
- High quality ICT Skills (and a willingness to undertake training when required)
- Good organisational and interpersonal skills

We will offer:

- an outstanding opportunity to be part of a supportive Administrative team;
- a friendly, vibrant and caring school where students are passionate about learning
- an enterprising and 'can do' ethos where innovation and risk taking are encouraged
- Professional development opportunities and induction programme.
- Access to a free Employee Assistance Programme

Finchley Catholic High School is committed to promoting and safeguarding the welfare of children. This post is exempt from the Rehabilitation of Offenders Act and as such all candidates will be subject to an enhanced DBS check.

Candidates wishing to visit the school are welcome to do so by appointment. An application form for this post can be downloaded from our website and should be returned to the Headteacher, Niamh Arnull, at recruitment@finchleycatholic.org.uk. The closing date is midday on **Friday 10th May 2024** although we reserve the right to interview suitably qualified and talented candidates in advance of the deadline.

Applications from non-Catholics who are willing to support the values and ethos of a Catholic school are warmly invited

Woodside Lane, Finchley, London, N12 8TA

Tel: 020 8445 0105 | www.finchleycatholic.org.uk | email: info@finchleycatholic.org.uk

I turned my heart to know and to search out and to seek wisdom