



SCHOOL
MEMBER



St. Catherine's Catholic Primary School
Drovers Lane
Penrith
Cumbria.
CA11 9EL
01768 864 612

The governors of St Catherine's Primary School in Penrith are looking to appoint an Administrative Support Assistant

Number on Role: 108 pupils

Age Range: 4-11

Contract: Permanent 16 hours per week, over 3/4 days per week, Term Time Only + 1 week.

Salary: Grade 6: Scale point 7 to 8, £25,584 - £25992 per annum.

Required start: 22.04.2025

School website: <https://www.st-catherines.cumbria.sch.uk>

St Catherine's Catholic Primary school is seeking an enthusiastic, committed, highly skilled and proactive person to join our team.

We are a friendly primary school with 108 children on roll. Our staff team are dedicated to the children and our school. The staff are hardworking, highly motivated and enjoy being part of our team - teamwork and support for each other is a very strong feature of the school.

As our parents' first point of contact we are looking for someone who is friendly, welcoming and approachable, with experience of communicating with the public.

The successful candidate will:

- Be able to interact with a variety of audiences (parents, children and staff) in a supportive and professional manner.
- Have excellent communication skills – both written and spoken.
- Be able to manage time effectively and prioritise tasks in a very busy working environment.
- Demonstrate outstanding skills in administration and office systems.
- Be able to maintain precise records, files and follow procedures efficiently.
- Be a collaborative 'team player' eager to share good practice and support others.
- Be prepared to be flexible in their approach, as no two days are the same in a school

You are welcome to contact Miss Davies in the school office if you would like to know more about this post on 01768 864612 or by email at head@st-catherines.cumbria.sch.uk

Closing date: Tuesday 11th March

Interviews: Tuesday 18th March

St Catherine's is committed to safeguarding the welfare of children.

The successful candidate will be subject to an enhanced DBS and health checks along with two satisfactory references.

An application pack and further details about the post are available from the school website or by emailing head@st-catherines.cumbria.sch.uk

Completed applications should be returned to: admin@st-catherines.cumbria.sch.uk

St Catherine's School is part of the Mater-Christi Trust in the Diocese of Lancaster. The Trust actively promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens.

The Mater Christi Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post, prior to appointment Mater Christi Trust will apply for a satisfactory enhanced Disclosure and Barring check, a Children's Barred list check, two satisfactory references, satisfactory pre-employment health screening, carry out online searches for shortlisted candidates, and for Teachers, a Prohibition Check in relation to the children's workforce. In some settings a Declaration will be required in order to meet our obligations under the 'Disqualification under the Childcare Act 2006'.