



Receptionist / Admin Assistant To start in January 2022

Hours: 8.30am to 2pm Monday to Friday term time only (38 weeks)
Required from: January 2022
Salary: Grade 2 Point 3 (£18,562 FTE)
Place of work: St Louis Catholic Academy, Fordham Road, Newmarket, CB8 7AA

We seek to appoint a part-time Receptionist/Administration Assistant to join our friendly team. The person appointed will be the initial point of contact for parents, visitors and other stakeholders and be an ambassador for the school; they will also assist the Administration Team. We are looking for someone who;

- pays attention to detail;
- has good organisational skills;
- is competent with Microsoft Office;
- is a good team player;
- can be flexible to undertake additional hours if required;
- preferably has previous experience although on the job training can be provided.

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A Disclosure and Barring Service Check is required for all successful applicants, together with two referees.

For an application pack or to discuss the position, please contact Antoinette Jones, Office Manager, St Louis Catholic Academy, Fordham Road, Newmarket, Suffolk, CB8 7AA, tel: 01638 662719, email antoinettejones@stlouisacademy.co.uk or visit our website at www.stlouisacademy.co.uk

Closing date for applications: 12 noon on Friday 10th December 2021

The School reserves the right to interview prior to the closing deadline, so early applications are encouraged.

Interviews: W/C Monday 13th December 2021