



Saint John Wall Catholic School – A Catholic School For All

*'To educate each and every unique child in our care
to hear and respond to what God calls them to be'*

Temporary Administration Assistant

Saint John Wall Catholic School is an oversubscribed 11-16 school with a diverse population, serving the community of North West Birmingham. In June 2023, Ofsted judged the school Good with outstanding behaviour and attitudes and outstanding leadership and management. Over 50% of our pupils qualify for additional Pupil Premium funding, and Ofsted said *'leaders use the funding for disadvantaged pupils creatively and effectively, and 'consequently disadvantaged pupils achieve well'*. Ofsted also said that *'pupils blossom at this unique and caring school'*.

The Role

To work in the main school offices supporting the Lead Administrator to deliver on all administrative tasks required in school. You need to be familiar with Microsoft packages, and willing to learn about other IT applications.

Responsibilities

You will support the Lead Administrator and other office staff to help ensure the smooth running of the school, to ensure our pupils and staff have the best experiences in school.

The Individual

You are someone who can work on their own or as part of a team, and can multi task and work to tight deadlines. You will need to be able to work under pressure, with precision and attention to detail.

You are someone who has a compassionate nature, and the ability to follow safety procedures and processes. You will need to take pride in your work, and endeavour to give our pupils the best support and chance to achieve the best results they can, which will have a great impact on their future lives.

As a school, we are open to considering flexible working hours. If you have any questions, please email enquiry@sjw.bham.sch.uk



Closing date

9.00am 8 April 2024

Required from 1 September 2024

Salary

Support Staff Grade 2

Informal visits

Informal visits to school prior to application can be arranged by contacting Mrs Page on 0121 554 1825 or by email to enquiry@sjw.bham.sch.uk

Application form and Job Description can be found at www.sjw.bham.sch.uk/About

[Us/Vacancies](#)

As a Catholic School we will expect that you actively support the Catholic ethos, and help us to follow the highest standards of safeguarding for our pupils. The successful candidate will be subject to enhanced DBS and any other relevant employment checks, including an online search.

