

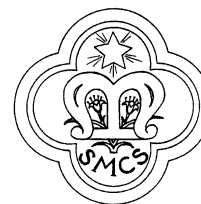
**ST MARY'S CATHOLIC SCHOOL**

Windhill, Bishop's Stortford, Herts CM23 2NQ

Tel: 01279 654901

Email: [headspa@stmarys.net](mailto:headspa@stmarys.net) Website: [www.stmarys.net](http://www.stmarys.net)

Headteacher: Mr A Celano BSc (Hons) MEd



*We seek and welcome applications from candidates of all faiths and none, though support for our Roman Catholic ethos is required.*

**Term time only  
Front Office Administrative Assistant  
Monday – Friday (8.45am – 3.45pm)**

**H2 £17,007 + £597 Fringe Pro Rata**

We are seeking an individual with excellent organisational skills and who is able to work unsupervised. We are looking for a proactive, confident and reliable candidate with excellent communication skills. The ideal candidate will have experience of working as an Administrative Assistant within a school environment, however this is not essential.

St Mary's is one of a select group of schools which achieved outstanding grades in all areas under the latest OFSTED inspection framework. Inspectors commented "The school's motto 'achieving excellence for all' has become a reality at this outstanding school".

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants.

An application form and further details can be found at [www.stmarys.net](http://www.stmarys.net) under the vacancies section. Only applications on the school application form can be considered. St Mary's is committed to the equality of opportunity for all applicants, and we reserve the right to interview on a rolling basis, therefore an early application is advisable.

**Closing date:** 22nd October 2018