

Administrative Assistant	
St Richard's R C Primary School	
Address: Wilpshire Avenue, Longsight, M12 5TL	
Tel: 0161 224 5552	Fax: 0161 248 6003
Email: admin@st-richards.manchester.sch.uk	
Post: Administrative Assistant: Permanent from 1 st September 2022	
Grade and Salary: Grade 4 £20,444 - £22,129 per annum pro rata (2022 Pay Award pending)	
Hours: Monday to Friday, 9.30am to 2.30pm, Term time only + 5 days	
Start Date: 1st September 2022	
<p>Description of Post: St Richard's is a vibrant and caring school with a dedicated team who work hard to provide the best provision for the children and their families. The school is graded as outstanding in all areas (OFSTED & Diocese of Salford most recent inspections).</p> <p>The Governors of St Richard's are looking to appoint a highly motivated, enthusiastic, caring administrative assistant who would thrive in our busy and efficient school office environment. The successful applicant will: -</p> <ul style="list-style-type: none"> • have excellent interpersonal skills • possess excellent organisational, IT and communication skills, including a sound knowledge of Word & Excel • ideally have some knowledge and experience of Schools Information Management systems and attendance management • be able to work independently or as part of a team • have a flexible approach and the ability to remain calm under pressure • be willing to undertake first aid duties <p>The school welcomes visits from applicants – please contact Mrs Alison Marshall (0161 224 5552) to make an appointment.</p> <p>Application forms, job description and person specification are available from the advertiser's website or from the school.</p> <p>We accept paper applications only; these should be returned to Fr M Dever, Chair of Governors, St Richard's Pesbytery, Sutcliffe Avenue, M12 5TN</p>	
Closing date: 12 noon on Thursday 16 th June 2022	Shortlisting: Monday 20 th June 2022 (pm) Shortlisted applicants will be contacted by phone as soon as possible after shortlisting
Interview date: Friday 24 th June 2022	