



St John Fisher
Catholic High School

Administration Assistant
Grade 5 (£19,650 - £20,444 pa pro-rata)
Actual Salary (£17,005 - £17,692)
37 Hours per week Term Time plus
Training Days
Required September 2022

The role is to provide support for students at the student services office and cover for reception if necessary. The post holder will also contribute to the efficient operation of the school's administration team. The successful candidate will be educated to GCSE, with at least a Grade 4 or equivalent, in English and Maths.

St. John Fisher is an 11-18 comprehensive school with a rich Catholic ethos. There are 800 students on roll including the Sixth Form. The school was judged Good by Ofsted in October 2013 and November 2017, and Outstanding by the Diocese in February 2022.

Application packs can be downloaded from the Vacancies section on our website: www.stjohnfisherschool.org.uk; send completed applications by email to: jobs@stjohnfisherschool.org.uk

This school is a safe school and we ensure our culture is one that keeps children and young people safe from harm. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We take safer recruitment very seriously and the successful applicant will require an enhanced disclosure from the Disclosure & Barring Service (formerly Criminal Records Bureau)

Closing date: Noon, Thursday 7 July 2022; Interviews: w/c 11 July 2022

Headteacher: Kate Pereira. BA Hons, N.P.Q.H.
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