



St. John Paul II Multi-Academy

Bishop Walsh Catholic School
Holy Cross Catholic Primary School
St. Joseph's Catholic Primary School
St. Nicholas' Catholic Primary School



Bishop Walsh
Catholic
School



Holy Cross
Catholic Primary
School



St. Joseph's
Catholic Primary
School



St. Nicholas'
Catholic Primary
School

Registered in England and Wales: No. 08706247

Registered Office: Bishop Walsh Catholic School, Wylde Green Road,
Sutton Coldfield, Birmingham B76 1QT

Web: johnpaulii.org

Attendance Administrator/Receptionist – Bishop Walsh Catholic School

Grade 2 (17,007 - £19,446) pro rata

36.5 HOURS PER WEEK term time only

Flexible to ensure the cover during opening hours

Start date to be confirmed at interview

JOHN PAUL II MULTI ACADEMY

Registered address - Wylde Green Road, Sutton Coldfield, West Midlands, B76 1QT

The Directors are seeking to appoint an Attendance Administrator/Receptionist with excellent interpersonal and organisational skills. The ideal candidate will need to be confident and able to communicate effectively with visitors, staff, pupils, parents and other external agencies as required.

A knowledge of school attendance procedures is desirable. Experience of using Microsoft Office, especially word and SIMS is essential. You will need to have excellent administration skills and have the ability to work effectively as part of a busy team. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Should you require an application form or further information about the John Paul II Multi Academy please go to www.johnpaulii.org.uk.

Completed applications should be returned to Mrs D Whitehouse Bishop Walsh Catholic School, Wylde Green Road, Sutton Coldfield, B76 1QT or vacancies@bishopwalsh.net

Closing Date: Monday 22nd October 2018 at 10am

Interviews will be held on Wednesday 24th October 2018