



# 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](http://johnpaulii.org)

**General Administrator – Bishop Walsh Catholic School**

**Grade 2 17,007 - £19,446**

**36.5 HOURS PER WEEK/52 WEEKS PER YEAR (initially for two terms)**

**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 a General Administrator 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. 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](http://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](mailto:vacancies@bishopwalsh.net)

**Closing Date: Monday 22<sup>nd</sup> October 2018 at 10am**

**Interviews will be held on Wednesday 24<sup>th</sup> October 2018**