



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Administration Officer

HBC4

Term-Time only

8am – 12pm or 12pm – 4pm

Two part time positions (job share) 20 hrs pw

£11,590 - £12,354 (Actual)

This role requires a proactive and motivated individual to join our school community, who will contribute towards our mission, to be 'an inclusive community of excellence and opportunity'.

If you have strong interpersonal skills, experience of organising and facilitating activities and you are keen to work in a school environment, then we want to hear from you. The successful candidate will become part of a supportive, committed and experienced team where professional development and career progression is encouraged. The successful candidate will be central to a new initiative being launched in April 25.

Like us, you will be dynamic, creative and hardworking. You will have a strong desire to positively impact upon students' learning either directly or indirectly.

We offer a comprehensive induction and encourage all of our staff to be ambitious for their futures.

Further information about our school, this post, and an application form can be found here:
www.saintspeterandpaul.halton.sch.uk/vacancies

Please send completed application forms to; recruitment@saintspeterandpaul.halton.sch.uk

Strictly no CVs. CES Application forms only with supporting statement.

Closing date for applications is 9am Monday 31st March 2025.

Interviews planned for later that same week.

Saints Peter and Paul Catholic High School is committed to safeguarding and promoting the welfare of students and the post is subject to an enhanced DBS check and references