



## St. Mary of the Angels Catholic Primary School

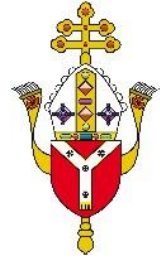
Shrewsbury Road, Bayswater, London W2 5PR

**'Following Jesus in all we think, do and say'**

Email: [office@stmaryangels.co.uk](mailto:office@stmaryangels.co.uk)

Tel: 02077921883

Headteacher: Mary Wilson



### Senior School Administrator

The Governing Body of our happy and successful school wish to appoint an experienced administrator to

- organise and supervise administrative systems within the school
- be responsible for the efficient management and running of the school office
- contribute to the planning, development and monitoring or support services
- manage the school's administrative and premises team
- act as Personal Assistant to the Headteacher by providing secretarial and administrative support.

#### The successful applicant will be

- supportive of the school's Catholic ethos
- an experienced administrator within a school environment
- an excellent communicator who can build effective relationships with pupils, staff, parents, governors, the diocese, local authority and other agencies

#### We can offer:

- a friendly and welcoming school community
- well behaved and considerate pupils who work and play together well
- a dedicated and committed staff team who strive to ensure all pupils achieve their full potential
- a commitment to your professional development and career progression
- a well-resourced and attractive school with excellent transport links
- a strong, supportive and effective governing body with a clear vision for the school

For further information regarding this post, please see the Job Description and Person Specification by clicking on the links below.

Visits to the school are not possible at the current time due to the COVID-19 pandemic. The application form can be downloaded by clicking [here](#) or by visiting the Vacancies section of the school website [www.stmaryangels.co.uk](http://www.stmaryangels.co.uk)

Applications and supporting statements should be emailed to Mrs Conway [jconway@stmaryangels.co.uk](mailto:jconway@stmaryangels.co.uk)

Closing date: **5pm on Friday 5<sup>th</sup> June**  
Interviews: **During week beginning Monday 8<sup>th</sup> June**

**Only shortlisted candidates will be contacted.**

***The school and governing body are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are made subject to an enhanced Disclosure and Barring Service check along with other relevant employment checks.***