



**St Thérèse of Lisieux Catholic Multi Academy Trust
Senior Administrator to start as soon as possible (19332)
Salary Band 3 Starting Salary - £19,171 - £20,344 per annum pro rata**

**Permanent (37 hours a week worked over 39 weeks a year)
Based at St Norbert's Catholic Voluntary Academy, Spalding**

We are seeking a Senior Administrator to work with students in order to ensure that they have the necessary pastoral support in order to achieve well academically.

The main duties include:

- To be a point of contact for teachers and students in order to make contact with parents.
- To be able to mentor students so that they are in the greatest need of support.
- To support the pastoral team to ensure a speedy transfer of information between the school and outside agencies.

The successful candidate will be able:

- To prioritise their work
- To deal with potentially difficult and challenging conversations
- To interact professionally with students, staff and parents

The successful applicant will offer remote support to the Central Finance team for two days a week.

In addition to a competitive salary, there is a pension scheme, generous holiday entitlement and access to professional development

You do not need to be a practising Catholic but must be committed to working within a Christian ethos.

If you are interested in applying for the post, application packs are available from our website: - <https://www.stl-cmat.org.uk/vacancies>.

Applications must be submitted by 18th September 2020

Interviews will take place w/c 21st September 2020

We reserve the right to close or extend this position depending on application numbers.

CV's will not be accepted.

The Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. The successful candidate will undergo an enhanced DBS Disclosure check, prior to employment. The Trust is an equal opportunities employer and positively encourages applications from as diverse a group as possible.

All shortlisted applicants will need to verify their eligibility to work in the UK at interview.

Completed application forms must be received on the Catholic Education Service (CES) application form and returned to the HR department at vacancies@stl-cmat.org.uk by the closing date.