



**BROUGHTON HALL CATHOLIC HIGH SCHOOL**

**Yew Tree Lane**

**Liverpool, L12 9HJ**

**Telephone 0151 541 9440 / Fax 0151 259 8448**

Email: smithg@broughtonhall.com

Head Teacher: Mr G M Preston, B.A. (Hons), NPQH, PGCE

**ADMINISTRATIVE ASSISTANT – 2 POSITIONS**

**1 x Full Time (35 hours per week – 52 week contract)**

**1 x Part Time (20 hours per week – 39 week contract)**

<b>SALARY:</b>	NJC SCP 5-6 £24,790 to £25,183 full time equivalent
<b>CONTRACT TYPE:</b>	Permanent to include Inset Days
<b>CLOSING DATE:</b>	5 <sup>th</sup> December 2024
<b>INTERVIEWS TO BE HELD:</b>	11 <sup>th</sup> December 2024
<b>START DATE:</b>	As soon as possible

Governors wish to appoint two administrative assistants to work within our busy administrative team acting as the first point of contact for visitors, pupils and staff. The successful candidate will provide efficient and professional clerical and administrative support.

You will have excellent communication and IT skills and the ability to work to deadlines. You should be able to demonstrate your ability to work effectively within a team and have excellent organisational skills, as well as being flexible and adaptable to change.

**Broughton Hall Catholic High School will undertake all of the DfE pre-employment checks outlined in the statutory guidance, Keeping Children Safe in Education.**

This post exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure, with Barred List Check, being obtained from the Disclosure and Barring Service (DBS).

A copy of our Child Protection Policy and Procedures can be access at [https://www.broughtonhall.com/documents/BroughtonHall\\_CP\\_Policy.pdf](https://www.broughtonhall.com/documents/BroughtonHall_CP_Policy.pdf).

Application forms, together with a job description are available from the school's website. Our Trustees are the Sisters of Mercy.

**How to Apply:-** Please complete the school's Application Form and email to smithg@broughtonhall.com

Induction, support and training will be offered to the successful candidate.

*Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*