



Blessed William Howard

Catholic High School, Stafford ST17 9AB

Part of the Painsley Catholic Academy

Clerical Administrator and First Aid Grade 4 (£18,795 pro-rata)

Are you looking for a job with good holidays to give you a healthy work – life balance? Are you an excellent communicator who thrives on providing exceptional customer services? We are seeking a team player to join our busy front office to deal with enquiries from members of the public, staff and students in a friendly and effective manner.

With a strong Catholic ethos that puts 'love' at the heart of its community, the school provides a haven where all can flourish. Situated just outside the town centre and easily accessed by train, bus or the M6, Blessed William Howard is proud of its strong community links and its beautiful grounds.

About the role:

This is an exceptional opportunity for a friendly, highly organised person to join our dynamic and busy office team. The right candidate should be a qualified, enthusiastic, positive, self motivated and have the capacity for hard work and a desire to support our skilled administrative team.

You will be required to complete a wide variety of tasks, ranging from answering the telephone to dealing with complex customer enquiries. You will be required to administer first aid and training will be provided for this. You will have a personable approach to students, staff and external stakeholders.

You will need to possess strong organisational and administrative skills together with IT and communication skills. The duties of the post are varied so the ability to prioritise workload, work under pressure and a high level of flexibility is required.

Hours of work are 8.00 a.m. until 4.00 p.m. Monday to Thursday and 8.00 a.m. until 3.30 p.m. on Friday. This post is term time only.

Closing date : Friday 20 September 2019 at 9am



Why Blessed William Howard?

- A Christian community with a caring, secure and disciplined environment.
- A wide range of extra-curricular activities.
- High academic standards.
- A commitment to success for all.
- Ongoing CPD for all staff



"There is a warm atmosphere and the quality of relationships between all members of the school community are a particular strength. Pupils and staff are friendly, helpful, polite and welcoming to visitors." Diocesan Section 48 Report (December 2017)

For any enquiries please contact Mrs Hughes, Clerical Officer on 01785 244236 or ahu@bwh.staffs.sch.uk All applications should be returned to Mrs Hughes.

The position is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions. Further details regarding this check are available by visiting www.gov.uk/dbs This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

Blessed William Howard is proud to part of the Painsley Catholic Academy. A company limited by guarantee registered in England & Wales with company number 08146661. Registered Office Address: Station Road, Cheadle, Staffordshire ST10 1LH. Telephone: 01538 714944 Email: office@bwh.staffs.sch.uk Web: www.bwh.staffs.sch.uk