



**SCHOOL ADMINISTRATOR/RECEPTIONIST**  
**Maternity Cover – Temporary Contract**  
Grade 3, 37 hours per week, term time only (39 weeks)

£15,952 - £16,271 actual salary per annum

Required as soon as possible

**Closing Date: Friday 7<sup>th</sup> January 2022**

St Joseph's Catholic Primary Schools (Dudley) is:

-Voluntary Catholic Academy that is part of the St John Bosco Catholic Academy together with, St Chad's Catholic Primary School, Sedgley, Bishop Milner Catholic College in Dudley, St Mary's Catholic Primary School Wednesbury and Stuart Bathurst Catholic Secondary School Wednesbury. This offers excellent opportunities for working alongside our partner schools.

-Judged as 'Outstanding' in our most recent RE, Collective Worship and Catholic Life Inspection and has a very strong Catholic ethos and excellent Parish links.

-Judged as 'Outstanding' in all areas in our most recent Ofsted (April 2015)

- St Joseph's is a designated 'National Support School' by the National College for Teaching and Leadership, where the Executive Principal is a National Leader of Education and a number of staff are Specialist Leaders of Education

-The school is popular and over-subscribed and has a friendly and caring atmosphere.

-The school is a one form entry Catholic school that serves the Kates Hill estate and beyond..

-St Joseph's provides a happy and safe environment where everyone, children and adults alike, is given the chance to flourish.

**Executive Headteacher: Mr M Hinton**

St. Joseph's Catholic Primary School, Hillcrest Road, Dudley DY2 7PW

t 01384 889 424 e [info@st-jo-dud.dudley.sch.uk](mailto:info@st-jo-dud.dudley.sch.uk) w [www.st-jo-dud.dudley.sch.uk](http://www.st-jo-dud.dudley.sch.uk)



**PART OF ST JOHN BOSCO MULTI ACADEMY COMPANY**

08608177 (registered in England and Wales). Registered office: Burton Road, Dudley DY1 3BY

**The Academy Committee are seeking to appoint a school administrator who:**

- Puts the children first and ensures they are safe, happy and well cared for.
- Cares for the parents and school users and treats them with the utmost respect and dignity
- Is completely supportive of our Catholic ethos and strong links with our Parish.
- Is well organised, capable, hardworking and resilient.
- Is a good team member who will work with others and also use their own initiative to help make our school even better.

The successful applicant will be required to respect, preserve and develop the quality and distinctive culture of our Catholic school and will be required to sign a Catholic Education Service contract. A practising Catholic is preferred although we welcome applications from anyone prepared to wholeheartedly support our Catholic ethos. St Joseph's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will need to complete an enhanced Disclosure and Barring Service (DBS) criminal background check before taking up post.

Detailed and up to date information about our school is available on our website:  
[www.st-jo-dud.dudley.sch.uk](http://www.st-jo-dud.dudley.sch.uk)

A CES application form is available to download from [www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

- Email applications are not accepted for this position. Please post your signed application form or return it to the school office.

For more information and to request an application pack please contact St Joseph's Catholic Primary School 01384 889424 or email [info@st-jo-dud.dudley.sch.uk](mailto:info@st-jo-dud.dudley.sch.uk)

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