

Position:	Administrative Manager/Headteacher's PA 37 hours per week, term time only + 2 weeks
	The Governing Body is seeking to appoint a skilled, enthusiastic and motivated person to the role of Administrative Manager and Headteacher's PA. This is a newly created position which requires someone with energy, drive and a desire to succeed in providing a first class administrative service.
Required from:	1 January 2019 (or sooner)
Salary:	Scale 5/6 (pt 22-28) £21,074 - £25,463 (pro rata)
Essential Qualifications:	GCSE English and Maths (or equivalent) at Grade C or above
Desirable Qualifications:	A'Levels (or equivalent)
Essential Experience:	Experience of administrative work
Desirable Experience:	Experience of working within an educational environment
Application forms available from/returnable to:	Mr I Gaughan Headteacher Holy Cross Catholic High School Myles Standish Way Chorley PR7 3LS Email: admin@holycross.lancs.sch.uk Website: www.holycross.lancs.sch.uk
For an informal discussion contact:	Mrs Sheila Cooper s.cooper@holycross.lancs.sch.uk
Closing date:	12 noon Friday 2 November 2018
Interview date:	Friday 9 November 2018
<p>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The successful applicant will be subject to an Enhanced DBS disclosure.</p>	

I have come that they may have life and have it to the full (John 10:10)