



NOTRE DAME HIGH SCHOOL

11-18 Mixed Catholic Comprehensive School

FULWOOD ROAD, SHEFFIELD, S10 3BT

Tel: 0114 2302536 Fax: 0114 2308833

We are looking to appoint to the following post from as soon as possible:

Human Resources Administrator

25 hours per week, Term Time Only.

£21,074 - £23,111 with performance related progression to £26,470 per annum pro rata

Actual starting salary £12,247 per annum.

For further details and an application pack please visit our website: www.notredame-high.org.uk or telephone the school.

Closing date for receipt of completed applications: Thursday 17th May 2018 at 4pm.

Interview date: week commencing 21st May 2018

Notre Dame High School is committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. The successful applicant will be required to complete an Enhanced DBS Disclosure.