



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 to start as soon as possible:

School Office Manager / PA to the Leadership Team

37 hours per week / Term time plus two weeks.

Scale 6

Scale: £30,825 - £34,834 p.a. pro rata

Starting Salary: £30,825 p.a. pro rata (actual starting salary £27,873 per annum)

(Pay award pending)

What's involved:

- To provide administrative support to the Headteacher and Headship Team
- To be the primary point of contact for complaints
- To fulfil the role of School Clerk to the Local Academy Committee
- To ensure the smooth running of the School Office and all administrative tasks related to this function of the school.

What the school offers its staff:

- Access to the South Yorkshire Pension Scheme (Local Government Pension Scheme)
- Picturesque setting
- Onsite parking
- Westfield Health Foresight Scheme Membership (Level 1)
- Tea and coffee in staffrooms
- Cycle to Work Salary Sacrifice Scheme
- Training and continued professional development
- Support from the Headteacher, Leadership Team, wider Catholic Multi Academy Trust and members of the Local Academy Committee
- Friendly, motivated and committed staff

Interested?

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

Please note that we require applicants to complete a Catholic Education Service application form which is available on our school website.

Closing date for receipt of completed applications: 9AM on Tuesday 16th July 2024

Provisional date for selection process: Thursday 18th July 2024

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. In addition, this post is exempt from the Rehabilitation of Offenders Act and a self-disclosure is required for applicants shortlisted for interview.