



# St Cuthbert Mayne

*Educating for life in all its fullness*

## SUPPORT STAFF VACANCY



### School Administrator



37.5 hours per week (8:00 - 4:00 pm Monday - Friday)

38 weeks per year plus 10 Admin Days

Grade D pt 5-6 (Actual salary - £17,004 at pt5)

Required as soon as possible

Would consider a Job share for the right candidate

#### **About the role:**

We are seeking to appoint an enthusiastic and ambitious Reprographics Assistant at St Cuthbert Mayne School. This is a full time (term time) permanent post starting as soon as possible. We are seeking to appoint a well-qualified, highly organised, self-motivated and committed individual. You will provide reprographic and administrative support to ensure high quality materials are produced to support teaching and learning and to support the school in achieving its marketing and communication aims and objectives.

#### **About our School:**

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 920 students on roll, including 125 students in the Sixth Form. The teaching accommodation is of mixed age but well-resourced and maintained. Our exciting £3.6 million building project has now started, which will significantly improve the facilities for students and staff in our school.

It is an exciting time to join the school as we have started the next phase of our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus to ensure that our children get access to the best possible teaching through a vibrant and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the Southwest Institute for Teaching (SWIFT). If you are passionate about making a difference to the life, chances of our children then we would love to hear from you.

The school was last inspected by Ofsted in November 2016 and was graded as Good in every area. The statutory inspection of Anglican/Catholic Schools was also conducted in November and graded the school Good in all areas. Both reports can be found on the school website [www.st-cuthbertmayne.co.uk](http://www.st-cuthbertmayne.co.uk).

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## **Job Information Pack**

A Job Information Pack together with a person specification can be found on our website.

## **School Administrator**

## **Application Process**

You are asked to complete and include the following:

1. Application Form - This can be found on our website at <https://www.st-cuthbertmayne.co.uk/support-staff-vacancies/>
2. Letter of Application

## **Please do not send your CV.**

Completed applications should be returned to Mrs Webb, HR and Personnel Officer via email to [julie.webb@stcm.torbay.sch.uk](mailto:julie.webb@stcm.torbay.sch.uk) by **Monday 18th October @ 10 am.**

Interviews are planned for **Thursday 21st October 2021**

We look forward to receiving your application.

## **Safeguarding:**

St Cuthbert Mayne School 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 candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

