



**The Cathedral School of St Mary**  
**Executive Head Teacher: Mrs R Wright**  
*Cecil Street, Plymouth, PL1 5HW Tel: 01752 265270*

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**Website** <https://cathedral-school.eschools.co.uk>

## **Vacancy:Administrative Assistant September 2024**

The Governors of The Cathedral School of St Mary, Plymouth, are seeking to appoint a positive admin assistant from September 2024. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

Contract: 12 hours, 38 weeks. Permanent contract

Visits to the school are encouraged. To arrange a visit, please contact the school on (01752) 265270

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 25th August 2024

Interviews: September 2024