



Contact Us

A full application pack is available from Hagley Catholic High School, by contacting Kay Taylor.

email : ktaylor@emmausmac.com

Phone - 01562 883193

Online - www.emmausmac.com

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact tbrown@emmausmac.com

Closing date: 20th January 2023

Interviews: w.c. 23rd January 2023

EMMAUS
CATHOLIC MAC
Our journey with Christ

We are recruiting for an Office Administrator

Required for ASAP

Salary Range: Emmaus Grade 5/6 SCP 11-16

Hours 7.30am – 3.30pm Mon – Thu and 7.30am – 3pm Fri 40 weeks per year

Hagley Catholic High School seek to appoint a School Administrator to start as soon as possible.

We are seeking a highly organised, thorough, and talented administrator to join our Administration Team. The successful candidate will be committed to the highest standards of professional integrity and diligence, will report to the School Business Manager and assist in a variety of administration tasks at Hagley Catholic High School.

You will play a key role in upholding the excellent service that we pride ourselves on here at Hagley Catholic High School.

This is a fabulous opportunity to take on a key support role, in a very good school, in a very strong team.

The School Administrator will provide comprehensive administrative support and data management for the school. This will be provided under the direction of the School Business Manager.

Specific responsibilities will include:

Administrative duties, Cover Manager duties, taking absence calls and arranging cover daily, class changes, acting as link between the central finance team for ordering of goods and goods receipting, setting up of items on electronic payment systems, data input and export, arranging parents evening utilising the school MIS system.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

Emmaus Catholic MAC is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

Effective from September 2022, KCSIE states as part of the shortlisting process school and colleges should consider carrying out on-line searches, as part of the due diligence on shortlisted candidates. This is to determine suitability to work with children and keep them safe. All shortlisted candidates are now subject to an on-line check and if there is anything concerning, then the shortlisted candidate will be asked to comment on it either prior to interview.



THE ARCHDIOCESE of BIRMINGHAM



**HAGLEY CATHOLIC
HIGH SCHOOL**
SEMPER FIDELIS