



## **St Austin's Primary School**

### **Job vacancy**

#### **Administration Officer**

NJC PASS 5 £26409 - £28624 (term time only)

Full time Monday – Friday 8.30am – 4.00pm (39 weeks)

#### **Essential criteria – See person specification**

If you are interested in this position please complete the attached application form, recruitment monitoring form and the rehabilitation of offenders Act form, and return to the school office, no later than Friday 29<sup>th</sup> November at 12 Noon.

St Austin's Catholic Primary School is committed to safeguarding, safer recruitment practices and to promoting the welfare of children and adhering to the Equality Act 2010. The successful candidate will be required to undertake all the required DFE pre-employment checks on the successful candidate including an Enhanced DBS Disclosure including a Barred List Check. To comply with the Asylum and Immigration Act 1996 all prospective employees will be required supply evidence of eligibility to work in the UK.