ST PETER’S CATHOLIC PRIMARY SCHOOL

St Peter’s Way, Noctorum Wirral CH43 9QR Tel No. 0151 677 8438

**e-mail address:** **schooloffice@stpeters-noctorum.wirral.sch.uk** **Website:** [**www.stpeters-noctorum.wirral.sch.uk**](http://www.stpeters-noctorum.wirral.sch.uk/)

Required for immediate start

**The Governors at St Peter’s Catholic Primary School are seeking to appoint a Teaching Assistant to join our dedicated and enthusiastic teaching team.**

Administration Assistant to join the office team at St Peter's Catholic Primary School.

This position will include administrative tasks, reception duties, updating and maintaining school records via our MIS and online systems.

Deal with enquiries including telephone calls, emails and face to face visitors.

Be the warm welcoming face of the St Peter's school office.

Candidate required attributes:

Have a warm, personable manner with a great sense of humour

Ability to multitask and prioritise tasks accordingly

Excellent communication and teamwork skills

Competence in the use of school IT systems

A commitment to join and embrace the St Peter's school family

We would encourage candidates to visit St Peter's. We are a warm and welcoming school family that provides a safe, inclusive environment centred on our core values.

We are committed to recognising the uniqueness of each individual.

We have a very vibrant, supportive Governing Body, Headteacher and Leadership Team, who enthusiastically strive to make a difference in the lives of our school family and community within a culture of care and kindness.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced disclosure from the DBS (formerly CRB).

Application forms and further details are available from the school website.

www.stpeters-noctorum.wirral.sch.uk

Completed application forms should be submitted via e-mail to schooloffice@stpeters-noctorum.wirral.sch.uk marked for the attention of the Headteacher, Mrs. Sarah Parry.

Closing Date: Friday 27th June 2025 at 17:00pm

Interviews: Commencing July 2025

All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability.