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AllSaints
CATHOLIC SCHOOL

Required ASAP

Administrator
Scale 3 (Point 14 – 17)
Term Time Only

The Post

To provide administrative support to the Teaching School and Senior Leadership. You will work as part of a team ensuring that the administrative team support the school.

Our School

We are a high achieving 11 -18 school with very good examination results. We have received an Educational Outcomes award for being in the top 20 percent of schools in the country for progress. The School is a Teaching School and excellent professional development opportunities are available for colleagues in a forward thinking and creative organisation.

Further details of the post are available from Mrs Hartley
Closing date for applications is 2nd March 2018 at 1pm
Applicants are welcome to visit the School.

All Saints School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full DBS check before appointment is confirmed.