

**St Christopher Primary School  
Allesley Old Road  
Coventry  
CV5 9JG  
02476 675017**

**Admin Assistant/Receptionist Grade 3**

**£9,641 - £10,231 per annum  
23 hours per week Term Time Only (38wks)  
Mon–Thurs 12.00–4.45pm Fri 12:00–4.00pm**

St Christopher is a large Primary School with wonderful pupils in the Allesley Park area of Coventry. We are seeking to appoint an articulate, self-motivated individual to provide a welcoming administration/reception service to the school.

The successful candidate will join our friendly Administrative Team and will need to have good communication skills, be able to deal with members of the public, parents, and professionals from a variety of agencies, and the ability to respect and maintain confidentiality. A high standard of keyboard skills and word processing experience is expected, together with the ability to work flexibly and productively within a team. Knowledge of SIMS/FMS desired, but training can be given.

St Christopher Primary is a forward thinking and innovative school that puts children at the heart of every decision made.

Application forms and further details are available under the 'Our School - vacancies' on our school website: [www.st-christopher.coventry.sch.uk](http://www.st-christopher.coventry.sch.uk).

Or contact the school by email: [blythd@st-christopher.coventry.sch.uk](mailto:blythd@st-christopher.coventry.sch.uk)

**Closing Date: 9am Friday 5<sup>th</sup> April 2019.**

**Interviews will be held on Thursday 11<sup>th</sup> April 2019**

St Christopher School is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to undertake a Disclosure and Barring Service check.