



An Daras Multi Academy Trust

Central Office
Unit 4 Tamar Business Park
Pennygillam Way
Pennygillam Industrial Estate
Launceston
PL15 7ED
01566 777503
Email hr@andaras.org
CEO: W. T. Hermon

School Secretary – St Catherine’s C of E School

The Directors of An Daras Multi Academy Trust are seeking to appoint a school secretary for St Catherine’s C of E School.

Post details:

Part time
34 hours per week across 5 days
£16,887 pa pro rata
41.4 working weeks

The successful candidate will:

- have excellent Communication skills
- have proven experience working in an admin role
- have the ability to use IT effectively to undertake the necessary admin and record maintenance associated with the role
- be able to demonstrate an excellent work ethic and understanding of the professional and confidential aspects of the role
- be able to share in the ethos and values of our school community.
- be enthusiastic and committed to the role

We can offer you:

- A warm and welcoming school.
- A team of teachers, support staff and governors who are passionate about the development of the whole child.

Applicants are actively encouraged to visit St Catherine’s C of E School.

Please contact Mrs Hussey (Executive Headteacher) to make an appointment via

stcatherines@andaras.org

or by phoning 01566 772198

Please see the Job Description for details and apply using the forms on this page. Email completed forms to hr@andaras.org, or by post to the address above and not directly to the school.

The An Daras Trust is committed to effective safeguarding procedures therefore final appointment to this post is subject to receipt of satisfactory safeguarding checks following the formal interview process.