

VACANCY: Office Administrator Level 2

Job Reference:	ADMIN/L2/CLHS/220905
Required:	As soon as possible following clearances
Working Pattern:	Full-time, 37 hours per week
Contract Type:	Permanent, Term-time only (TTO)
Location:	Cardinal Langley RC High School, Middleton, Manchester, M24 2GL T: 0161 643 4009 / E: admin@clrchs.co.uk / W: www.clrchs.co.uk
Salary Grade:	Grade 3, Points 5-6
Actual salary:	£16,702 - £17,036

Due to internal staff changes, we are looking to appoint a Level 2 Administrator to join our busy School Office/ Reception team.

This is a full-time (37 hours per week), term-time only, permanent position to commence as soon as possible following clearances. We anticipate that working hours will be 7:45am until 3:45pm, incorporating a 36-minute daily unpaid lunch break.

To apply, please complete the CES application form for support staff and email it to recruitment@clrchs.co.uk quoting the job reference [ADMIN/L2/CLHS/220905](#) on the application form.

You will need to show in your application and at interview how you meet the criteria in the person specification. Please note that all applications must be on the appropriate CES application form: We cannot accept other application forms or CVs.

**The closing date for receipt of applications is 12:00 Noon on Monday 5th September 2022.
Interviews will take place during the week commencing 12th September.**

Employer and other references: You will need to be able to provide the name and contact details of two suitable referees. Your first referee should be your current employer, or most recent employer if you are not currently in work. If you have any experience of working with children (paid or unpaid), please include this as one of your referees. In a school, your named referee should be the Headteacher. We will contact your referees by email if your application is shortlisted so please provide an email address for them on the application form and contact them in advance to give them your consent to provide the reference. **Please note that we cannot accept references from family and friends.**

Qualifications: At interview, you will be asked to produce evidence of any qualifications listed in the essential criteria of the person specification. This will be an original certificate issued by an accredited examination board or professional body. If you are working towards a qualification, you will need to show evidence of this at interview.

Identification: To be appointed, you must be able to provide the following pieces of identification:

- A piece of official, photographic identification such as a Passport or Driving Licence Photocard.
- Verification of any name changes (Birth Certificate plus Marriage/Civil Partnership Certificate, Deed Poll, Decree Absolute/Civil Partnership Dissolution Certificate, etc.). This does not apply to a change of surname due to adoption before the age of ten.
- Proofs of Identification for your Disclosure and Barring Service check (please refer to the list of valid id documents). **Between them, these documents must confirm your name, current address and date of birth.**
- Recent evidence of current address: This should be an official document which confirms your name and current address and is dated within the last three months.
- Proof of right to work in the UK (please refer to the id checklist).

Cardinal Langley RC High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this position is subject to right to work in the UK, evidence of ID, an enhanced Disclosure & Barring Service (DBS) and background check and submission of a Rehabilitation of Offenders Declaration. You must agree to this and be able to provide the required identification / documentation listed above in order to be appointed to this post. If you cannot produce this within the given timescale, it may result in any offer of employment being withdrawn. Applicants are informed that if appointed to this post their contract of employment will be with Cardinal Langley RC High School Governing Board, which is the employer, and not the local authority.