

## **All Saints Catholic High School**

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### **Admin/Clerical Officer**

Scale 3 Points 5 to 6 (£19,312 to £19,698)

37 hours per week for 52 weeks per year

Required from 1 November 2021

All Saints is a highly successful, oversubscribed, 11-18 Catholic Voluntary Academy with 1423 students on roll, including 398 in the sixth form. The last OFSTED inspection in April 2018 judged the school to be Good. The school is co-located with an Outstanding maintained special school.

The Governors wish to appoint a person to work in a busy school office. The role involves some reception work, welcoming visitors to both All Saints and Seven Hills Schools (the schools are co-located on one site), answering the telephone to parents and external agencies and administration work for a variety of functional areas in the school. There is some pupil contact, helping with individual queries. The appointed person will need to be approachable, have a good telephone manner and be a problem solver. IT skills will be required but training in the specific software used by the school will be given.

In your supporting statement, please outline how your experience to date would ensure that you were able to carry out this role.

All Saints is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

We are committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

Candidates should have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

A Catholic Education Service application form and further details are available on the school website <https://www.allsaints.sheffield.sch.uk/vacancies/>. Please only use the CES form for your application, which should be returned to Jo Thorpe, PA to the Headteacher, [j.thorpe@allsaints.sheffield.sch.uk](mailto:j.thorpe@allsaints.sheffield.sch.uk) or by post to the school address. Applications on any other form will not be considered.

**Closing Date : Monday 11 October 2021**

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