



MOUNT

ST MARY'S | BARLBOROUGH HALL

Job title: Central Services Administrator

Salary: £18,616 FTE

(Please note this salary will be pro rata for working weeks and hours and the actual salary received will be £14864.85 per annum)

Working Pattern: 35 weeks (Term time) 40 hours per week
4 weeks (School holidays) 22.5 hours per week worked over 3 days

School office will be open from 8.00 to 17.00 and exact working hours will be agreed by the team to provide cover during these times.

Location: Mount St Mary's College, Spinkhill

Working at Mount St. Mary's College and Barlborough Hall School in any capacity is a privilege. It is a special community with a proud history and a bright future, where staff and pupils work hard to achieve success and rewards.

Nestled in beautiful and spacious private grounds in the North East Derbyshire village of Spinkhill, Mount St Mary's College is an independent Jesuit day and boarding school for boys and girls aged 11-18. Barlborough Hall School, a leading independent Nursery and Prep School, sits in beautiful tranquil surroundings, an ideal environment where children feel safe and happy. The staff are a community who are genuine in their commitment to the needs of the students and the School as a whole.

The School is looking for a strong Administrator to join the Central services team in the School office to deliver a wide range of administrative and secretarial supports to a number of key groups within the school. The right candidate will have a positive 'can do' attitude and will be confident multitasking. You will work with the Central Services Coordinator who will organise the work of the School Office.

In return for your hard work you will benefit from inclusion in a Pension Scheme, Private Healthcare Scheme from Westfield Health, retail discount scheme from Westfield Rewards, free parking and free meal provided while on duty.

The School values diversity and strives to promote equality at all levels, including its employees, students. Applications are welcome from all sections of the Community.

Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Offers of employment will be subject to an enhanced disclosure and barring service (DBS) check.

Closing date: Noon, 23rd August 2019

Headmaster: Dr Nicholas Cuddihy B.Rel.SC., MSc.,Ed.D

Mount St Mary's College
College Road, Spinkhill, Nr Sheffield S21 3YL

(t) 01246 433 388

(e) headmaster@msmcollege.com

Headteacher: Mrs Karen Keeton BMus (Hons) PGCE

Barlborough Hall School
Park Street, Barlborough, Chesterfield S43 4ES

(t) 01246 810 511

(e) headteacher@barlboroughhallschool.com

(w) msmcollege.com

Company Registered in England No. 05884126
Registered Charity No. 1117998. Registered Office:
Mount St Mary's College, Spinkhill, S21 3YL



For further details and to download an application form please visit our website <http://msmcollege.com/about-us/join-the-team> . CVs will not be accepted. Completed applications should be returned by the closing date to hr@msmcollege.com

Please note if you do not hear within 4 weeks of the closing date, you can assume you have been unsuccessful. All correspondence will be sent via email.

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