



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Head teacher: Mrs Melanie Lord

Deputy Head Teacher: Ms Rachelle Kent

Durdells Avenue Kinson Bournemouth BH11 9EH Tel.(01202) 574277
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Website: www.ctkcps.com

The Governors of Christ the King Catholic Primary School, Kinson, Bournemouth are seeking to appoint a positive and inspiring Senior Administrative Officer. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be committed to creating challenge, excitement, creativity and independence in learning
- Be dedicated to raising standards and be a good role model
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to work as part of a team and establish positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice

Required: Monday 3rd June 2024

Salary: Support Staff Salary Range E - £25,979 - £27,334 pro rata

Contract: Permanent, Part-Time

Visits to the school are encouraged. To arrange a visit, please contact Kerry Curwen, Senior Administrator by email at kerry.curwen@ctkcps.com or contact the school on 01202 574277.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: Wednesday 8th May 2024

Interviews: Friday 10th May 2024

Shortlisted candidates will be notified by email

Christ the King Catholic Primary School values the diversity of our workforce and welcomes applications from all sectors of the community.

We are committed to safeguarding and promoting the welfare of children and young people, this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have an enhanced Disclosure and Barring Service check in line with the Government's safer recruitment guidelines.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Christ the King Catholic Primary School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.