School Office Admin Assistant

 ***An exciting opportunity has arisen to join our Christian Primary School***

**School name**: St James CE Primary School

**School address**: Lyme St, Haydock St Helens, Merseyside, WA11 0NL

**Telephone**: 01744 678545

**Job title**: School Office Admin Assistant

**Grade**: NJC SCP 5-6

**Hours:** 36 Hours per week. 39 weeks per year

**Pay:** £25584.00 - £25989.00 per annum FTE

 £22101.70 - £22452.46 pro rata

**Start Date:** ASAP

We are a very successful, happy primary school built on Christian beliefs and values. Our last OFSTED inspection was in 2023, and we were delighted to be rated as good. We joined Liverpool Diocesan Schools Trust in October 2018.

Liverpool Diocesan Schools Trust (LDST) is a rapidly growing multi-academy trust at the next crucial stage of its development. It was established in 2014 by the Diocese of Liverpool to provide its schools with a Multi Academy Trust that has the vision and values of the Church of England at its heart.

The Trustees, Governors and Children of this successful school are looking to appoint a School Admin Assistant.

The ideal candidate will have had relevant experience of working within in busy school office environment or similar professional setting.

Experience of working with finance would be an advantage. They will be conscientious, enthusiastic, and self-motivated.

As the first point of contact for visitors, parents, and children, they will need to be an excellent communicator and display a professional and caring manner at all times.

The successful candidates will

* Be an excellent communicator and able to work well in teams.
* Be passionate about making a difference in the lives of children.
* Be driven and determined to effect change for our families.
* Be committed to the safeguarding of young people.

**We can offer you: -**

* Well behaved and motivated children.
* A happy, positive environment.
* A committed and caring staff team.
* A supportive Senior Leadership Team and Governing Body.
* A commitment to your professional development.

The closing date for applications will be on **Friday 14th November at 9am**. All applications should be either emailed to moira.winstanley@ldst.org.uk or posted to the school for the attention of Moira Winstanley the School Business Manager.

**Interviews will take place on Tuesday 18th November 2025**

A candidate information pack and an application form can be downloaded from our website: www.stjamesceprimary.co.uk.

**Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.**

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