



**Part time, Permanent Administrative Assistant
Grade C £10,104 to £10,420 per annum
Up to 26 hours per week, term time plus one week**

Required immediately

Notre Dame High School is an 11-18 highly successful and oversubscribed Roman Catholic school. An Outstanding school, one of only 22 EEF/IEE Research Schools nationally, and a leading Teaching School in Norfolk.

We are looking to appoint a part-time administrative assistant to provide high quality administrative support to include lunchtime cover for the school's main reception desk.

Join us at Notre Dame and benefit from:

- a culture which values respect, honesty and kindness;
- an outstanding quality of relationship between pupils and staff, and between pupils themselves;

For an application form and further details including a job description and person specification, please visit our website at www.ndhs.org.uk.

Preliminary visits to the school or discussions regarding the post are welcome by arrangement with Jayne Fuller, Office Manager jfuller@ndhs.org.uk

Closing date: Wednesday, 27 February 2019
Interview date: Week commencing 4 March 2019

Notre Dame High School welcomes applications from members of minority ethnic communities and those with disabilities. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Enhanced DBS clearance is required for appointment to this post.