



Vision: **"Together, inspiring excellence"**

Mission: **"Nurturing lifelong learners with God's guidance"**

Values: **"Love, Courage, Honesty, Faith and Forgiveness"**

Christ Church C of E Primary School
Montpelier Road
Purley
CR8 2QE

ADMINISTRATION ASSISTANT

Required As Soon As Possible

Closing date 12 noon on Tuesday 4th January 2022

A vacancy has arisen at Christ Church School for an Administration Assistant.

The position is to provide administrative support within our school, in line with our school Christian Vision. You will be working closely as part of our school Office Team.

This will be paid at Scale point 5-7, £22,185-£22,995 (FTE).

The hours will be 8:30am to 4:30pm, Monday to Friday (Term time only) plus an additional 5 days. Reduced hours/days will be considered.

If you are interested in applying for this post and would like further information please see the school website: www.christchurch.croydon.sch.uk

Christ Church C of E Primary School is committed to safeguarding our children. We follow Safer Recruitment practices which include, but are not limited to, applying for DBS checks on all newly appointed staff.