



CHRIST THE KING  
SIXTH FORMS

Christ the King College:  
Emmanuel  
Blackheath, SE13 5GE

Christ the King College: St Mary's  
Sidcup, DA14 6BE

Christ the King College: Aquinas  
Brockley, SE4 2NL

Christ the King is a highly successful and popular Catholic sixth form located on three sites in south east London. We specialise in meeting the needs of sixth form students, and have an established track record of excellent examinations success. Our Financial Status is Outstanding and in 2017 we were graded as a good college by Ofsted.

## **Administrative Assistant – St Mary's site** **(Part-time 25 hours per week, 10 am – 3 pm, term-time)** **Start Date: January 2020**

**Salary Range: £20,859 to 21,559 (inclusive of London Weighting) pro rata**  
**Actual salary £12,809 - £13,239**

We are looking for an outstanding administrator to join the Administration Team at our St Mary's site.

The role will involve working as part of a small admin team who provide support to both staff and students at our St Mary's Sixth Form Centre For Excellence.

You will undertake a range of administrative duties, ensuring college systems are well organised, expertly delivered and provide exceptional quality. You should be an excellent communicator and have strong IT Skills.

If you are interested in this stimulating and engaging position, please visit the vacancies page of our website <https://www.ctl.ac.uk/vacancies/>

**Please take note, to be considered for this vacancy, you must filled in the CTK Application Form, please follow the instructions on the form.**

**Closing Date: Midday Wednesday 11<sup>th</sup> December 2019**  
**Interviews: Monday 16<sup>th</sup> December 2019**

