



CTK ST MARY'S
A CHRIST THE KING SIXTH FORM

CTK St Mary's
Sidcup, DA14 6BE

We are keen to appoint an enthusiastic Administrative Assistant. Join us at St Mary's where you'll be central to our mission to help London's most ambitious students achieve success.

Administrative Assistant (Full-time, 40 weeks pa, Maternity Cover) **Start Date: September 2021**

Salary range: £22,134 to £22,876 (inclusive of London Weighting)

Actual salary range: £19,573 - £20,229

CTK St Mary's is part of the Christ the King Sixth Forms group of three highly successful sixth forms located in south east London and Kent. As a sixth form centre for excellence, CTK St Mary's offers a wide range of both A Level and vocational courses. Located in Sidcup, on the Kent borders and surrounded by green playing fields, CTK St Mary's students are inspired and motivated to succeed.

An opportunity has arisen for an exceptional Administrative Assistant working as part of a small admin team providing support to both staff and students at our St Mary's site. You will undertake a range of administrative duties, ensuring systems are well organised, expertly delivered and provide exceptional quality. You should be an excellent communicator and have strong IT skills.

This vacancy is full time, 36 hours per week for 200 days each year, covering a period of maternity leave.

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website
<https://www.ctl.ac.uk/vacancies/>

Closing Date: 10am Friday 6th August

Interviews: Wednesday 11th August

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™