



CTK EMMANUEL
A CHRIST THE KING SIXTH FORM

CTK Emmanuel
Blackheath, SE13 5GE

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

Administrative Assistant (Full Time, Part Year)

Start Date: Immediately

Salary range: £22,729 to £23,464 (inclusive of London Weighting)
Actual salary range: £20,099.25 to £20,749.22 pa

CTK Emmanuel is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in south east London and Kent. As a professional centre for excellence, CTK Emmanuel offers Applied Technical Qualifications, equivalent to three A Levels, and highly specialised routes to university. Located on the Blackheath borders with excellent transport links, CTK Emmanuel students aspire to be the best and to reach the top in their chosen ambitions.

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 Emmanuel 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 is a full-time, part year contract. Working hours are 36 hours per week worked over 200 days (approx. 40 weeks) per year.

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 on Monday 24th January 2022

Interviews: Thursday 27th January 2022

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™