



*Founded 1879*

**St. Aloysius' College**

Hornsey Lane, Highgate, London, N6 5LY

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Email: [enquiries@sta.islington.sch.uk](mailto:enquiries@sta.islington.sch.uk)

Voluntary Aided R.C. Boys 11-18 Comprehensive School in Islington

**Executive Headteacher: Ms J Heffernan**

**Associate Headteacher: Mr A English**

**RECEPTIONIST/ADMINISTRATOR**

<b>Job Title:</b>	Receptionist/Administrator	<b>REF:</b>	STA-REC-11/2019
<b>Contract Type:</b>	Contract	<b>Contact Name:</b>	Debbie McDonagh
<b>Location:</b>	Highgate, Islington, London	<b>Contact Email:</b>	<a href="mailto:mcdonagh.d@sta.islington.sch.uk">mcdonagh.d@sta.islington.sch.uk</a>
<b>Industry:</b>	Support staff	<b>Closing Date:</b>	<b>4<sup>th</sup> December 2019</b>
<b>Salary:</b>	<b>Scale 5</b>	<b>Date posted:</b>	<b>20<sup>th</sup> November 2019</b>
<b>Start Date:</b>	<b>Immediate start</b>		

**Job Description**

St Aloysius' College is a successful North Islington Catholic Comprehensive school. We take pride in our friendly and inclusive school community with its commitment to supporting pupils and staff in achieving their full potential.

St Aloysius' College are looking to appoint a Receptionist/Administrator to support the College by providing general administration support to an efficient and courteous Reception Service as the school's first point of contact. You will be the school's representative. Your role will encompass Reception and office duties.

**You will:**

- have excellent communication both verbal and written
- have high level computer skills, including the use of Microsoft Office (Sims desirable)
- be calm and well organised
- be a team worker
- be motivated and enthusiastic
- support and commit to the Catholic ethos of the school
- able to multi task and work under pressure

St Aloysius' College is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

**This appointment is subject to an enhanced DBS check and positive references.**

**How to apply:** An application form is available via the school's website <http://www.sta.islington.sch.uk/>.

Please email your completed application to **Debbie McDonagh**