



Founded 1879

St. Aloysius' College

Hornsey Lane, Highgate, London, N6 5LY

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Email: enquiries@sta.islington.sch.uk

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

Headteacher: Ms P Whyte

ADMIN ASSISTANT/FIRST AIDER

Job Title:	Admin Assistant/First Aider	Duration:	Permanent
Contract Type:	Contract	REF:	STA-REC-10/2019
Location:	Highgate, Islington, London	Contact Name:	Debbie McDonagh
Industry:	Support staff	Contact Email:	mcdonagh.d@sta.islington.sch.uk
Salary:	Scale 5	Closing Date:	12th October 2020
Start Date:	Immediate start	Date posted:	2nd October 2020

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 an Admin Assistant/First Aider to support the College by providing First Aid and general administration support to an efficient and courteous Reception Service as the school's first point of contact. You will be the schools representative. Your role will encompass Reception and office duties.

You will:

- be the first port of call for First Aid
- be First Aid trained or be willing to undertake training.
- 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**