



**St Peter's School Huntingdon
St Peter's Road
Huntingdon
Cambridgeshire
PE29 7DD**

**Tel: 01480 846797
Email: recruitment@stpetershuntingdon.org
Website: <http://www.stpetershuntingdon.org>**

Head Teacher – Mr C Bennet

**Lead First Aider and Admin Assistant
Scale 3 point 5 £19,312 (FTE) 32.5 Hours per week term time plus one week
Required – Immediate start
Contract – Permanent**

St Peter's School, as part of The Cam Academy Trust, is seeking to employ a lead first aider and administrative assistant to work 32.5 hours per week, term time plus one week within our busy administration office.

We are looking for a committed and reliable person with first aid experience or is prepared to undertake the appropriate training.

As an Administrator at St Peters School, it is essential that you have a strong telephone manner with good communication skills. It is imperative that you remain composed under pressure and operate in an organised and structured manner. A can-do attitude with a proactive and positive approach, including flexibility and adaptability is vital in this role.

If you are interested in applying for this position, please submit a letter of application (no more than one side of A4) and an application form to the schools HR Officer on recruitment@stpetershuntingdon.org Application forms are available on the school website www.stpetershuntingdon.org under the Join Us, Staff, Current vacancies tab.

The closing date for receipt of applications is midday on **Friday 25th September 2020**. Interviews will aim to be conducted the following week.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, satisfactory references, and medical questionnaire.