



## Clerical Assistant Vacancy

**Starting date:** ASAP  
**Salary Grade:** SC3 (14-17), £16,713 - £17,772 per annum pro-rata  
**Hours:** 20hours per week Monday – Friday 1pm – 5pm  
**Contract:** Term time plus 5 inset days. Holiday cover as agreed.

The Our Lady of Lourdes Catholic Multi Academy are looking to appoint a motivated, hard working individual to the position of Clerical Assistant. They will provide general clerical assistance to the MAC central team and support the running of the Our Lady of Lourdes Catholic MAC Head Office.

The Multi Academy currently comprises of four Catholic schools situated in Redditch and Bromsgrove responsible for over 2500 students and staff. The schools are rated as Outstanding or Good by Ofsted.

The closing date for completed application forms is **Noon, Monday, 26<sup>th</sup> February 2018** and interviews will take place the week commencing **Monday, 5<sup>th</sup> March 2018**. If you have not heard from us by Friday, 2<sup>nd</sup> March you can assume that, in this instance, you have not been successful.

Further information or an application pack can be downloaded from [www.lourdesmac.org.uk](http://www.lourdesmac.org.uk) or please contact the Central office either by email [HR@lourdesmac.org.uk](mailto:HR@lourdesmac.org.uk) or telephone on 01527 528261

Completed applications should be emailed to [HR@lourdesmac.org.uk](mailto:HR@lourdesmac.org.uk) or posted to Our Lady of Lourdes Catholic MAC, The School House, c/o St Bede's Catholic Middle School, Holloway Lane, Redditch, Worcestershire; B98 7HA