



## **Job Details**

### **Administrative Assistant**

**Employer:** Xavier Catholic Education  
**Location:** Trust Chertsey, Surrey  
**Salary:** SP7 –  
**Contract Type:** Hours to suit – approximately 20 per week  
**Contract Term:** Permanent  
**Closing Date:** 15<sup>th</sup> January 2018

**Required:** February 2018

**Salary Range -** £23,890 - £28,370

Xavier Catholic Education Trust is seeking applications from outstanding individuals with integrity, imagination and energy for this rewarding role.

Reporting to the Chief Executive, the Administrative Assistant will provide administrative and operational support for the organisation, including marketing and promotional activities. The duties will also include administrative and PA support to the Chief Executive.

Skills required include information management, excellent verbal and written communications, ability to work on own initiative, excellent IT and administration skills and event coordination. The successful candidate will be a self-starter, proactive and professional.

The Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

Application forms can be downloaded from: <https://xavercet.org.uk/vacancies.html>