



---

***St. Ignatius College is a Jesuit school in identity and mission,  
for boys 11-18***

## **Admissions Administrator**

**Required as soon as possible**

**Salary Scale 5 point 12-17 Actual Salary £14,596-15,958**

**25 hours per week - 39 weeks per year (term time plus INSET)**

We are seeking to appoint an Administrator responsible for admissions with proven skills and abilities to work in a busy environment. The successful candidate will provide administration support for the admissions process. They would enter student data on SIMS, create reports, process in-year admission and carry out general administration.

St Ignatius is:

- a Jesuit Community committed to the spiritual, personal and academic development of each individual: the formation of the whole person
- a warm friendly community where all are respected and valued
- a school where students are courteous and respectful at all times
- judged 'good' by Ofsted: a school where Leaders are "without compromise in their continuing programme of improvement"

If this sounds like the job for you, we'd love to hear from you.

We welcome applications regardless of age, gender, ethnicity or religion. However, the successful applicant will be expected to support the distinct Catholic ethos of the College. St. Ignatius College is committed to safeguarding and promoting the welfare of children and young people. Anyone applying to work in our school is expected to share this commitment.

**The deadline for applications is 20<sup>th</sup> May 2019**

**Applications will be considered immediately upon receipt**

**We reserve the right to interview and appoint prior to the closing date**

- . Completed application forms should be emailed to [recruitment@st-ignatius.enfield.sch.uk](mailto:recruitment@st-ignatius.enfield.sch.uk)  
Candidates will be contacted by telephone or email to attend interview if required

**ST. IGNATIUS COLLEGE**  
**Turkey Street, Enfield, Middlesex EN1 4NP**  
**Tel. 01992 717835**  
**Website: <http://www.st-ignatius.enfield.sch.uk>**  
**Headteacher: Mary O'Keeffe**