



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

Student Services Support Officer

Required September 2017 start

**7.45am to 3.45pm Monday to Thursday and 7.45am-3.30pm Friday
or**

8.30am to 4.15pm Monday to Thursday and 8.30am-4.00pm Friday

36 hours per week, 39 weeks per annum (Term time plus INSET)

Salary Scale 5 (points 22-25) Actual Salary £19,338-£21,060

This is an excellent opportunity to join a friendly, dynamic Ofsted rated 'good' school where all can thrive and staff are highly valued. The successful candidate will be a well organised, assertive and firm but fair individual with a 'can do' attitude. They will also have a passion for working with children, be hard working, flexible and will enjoy working collaboratively as part of a friendly and supportive department.

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 9am on Monday 14th August 2017

Interview date to be confirmed

Applications will be considered immediately upon receipt.

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

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