



FCJ Primary School

Assistant School Administrator

The Governing Body of FCJ Primary School wishes to appoint a highly organised and experienced **Assistant School Administrator**, to join our dynamic, friendly, and dedicated team.

FCJ is a highly successful mixed Catholic private school. The school has two forms of entry, with pre-school provision. This vacancy is open only to administrative assistants with Jersey residential qualifications.

The successful candidate will:

- have a proven track record in administration
- be flexible in their approach
- be able to deliver a wide and varied range of administrative tasks, at times under pressure

Successful candidates will be invited to FCJ to attend an interview on Wednesday 6th March 2024.

FCJ is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment. The position is subject to an Enhanced Disclosure and Barring Service check.

Application forms and further information can be downloaded from our Website Home Page: www.fcj.sch.je

Completed Application Forms and a covering letter should be returned to, Ms Donna Lenzi, Headteacher, FCJ Primary School, Deloraine Road, St. Saviour, Jersey, JE2 7XB marked 'Private & Confidential'.

Closing date for receipt of applications: by 9:00am on 1st March 2024