Diocese of Wrexham

in partnership with

Conwy County Borough Council

Education Services



### BLESSED WILLIAM DAVIES CATHOLIC PRIMARY SCHOOL

#### Bodnant Crescent, Llandudno, LL30 1LL

Tel: 01492 875930

Headteacher: Lucy Phillips

*“As God’s family, we live, love and learn happily together, trying our best in all we do”*

Required for September 2023

#### ADMIN ASSISTANT LEVEL 3

Hours: 30 hours per week, term time only

Salary: Grade G04 NJC point 8 – 11 £15,553 - £16,425 per annum

Applications are invited for the above post. A qualification and experience in administrative and computer skills is essential. The ability to communicate and work through the medium of Welsh is desirable for this post

Due to the nature of the post the successful applicant will be

subject to a disclosure by the Disclosure and Barring Service.

For further information regarding the post please contact the Headteacher on 01492 875930

**To apply for this vacancy, please visit www.conwy.gov.uk/jobs to apply online.**

**Please note the authority no longer issues application forms and does not accept CVs.**

Conwy is committed to safeguarding - qualifications and references will be verified. If not informed within 3 weeks of the closing date, candidates must assume they have not been shortlisted for interview and will therefore not be notified in writing. In promoting equal opportunities Conwy welcomes applicants from all sections of the community. All disabled applicants who meet the essential job requirements will be guaranteed an interview.