



## ST. IGNATIUS CATHOLIC SCHOOL

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CAYMAN ISLANDS  
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Email: [general@st-ignatius.com](mailto:general@st-ignatius.com)  
Website: [www.st-ignatius.com.ky](http://www.st-ignatius.com.ky)

St Ignatius Catholic School is a private co-educational school with approximately 662 pupils ranging from Nursery to Advanced Level (Year 13). The school is recognised for its academic rigour, its excellent discipline and its caring and supportive Christian ethos. As a Catholic School, we strongly encourage Catholics to apply. However, we welcome applicants from all faiths but we do ask that applicants support the religious ethos of the school.

We invite applications from suitably qualified and experienced individuals for the post of **Administrative Assistant – Reception** to start immediately. Only Caymanians or those with permanent residency need apply.

The successful applicant will be expected to act as a welcoming and effective first point of contact in a busy school office. Duties will include, but are not limited to:

### Administrative Duties

- To welcome visitors to the school in a professional and friendly manner.
- To ensure visitors sign in and out, to provide them a security badge and direct as appropriate.
- Taking messages, answering the telephone and respond to emails.
- Assisting with uniform sales.
- To assist staff with photocopying, catering arrangements and bookings.
- Manage petty cash.
- Other General Administrative Duties such as filing reports and selling exercise books at the start of the school year.

### Safeguarding and First Aid

- Administer First Aid.
- Liaise with staff about First Aid and Safeguarding procedures and to assist in producing documentation relating to these matters.
- Adhere to school policy and procedures relating to child protection and safeguarding.

### Supporting data management

- Complete SIMS attendance procedures in accordance with agreed procedures in a consistent and timely fashion.
- Produce SIMS data reports in a timely manner as requested by senior leaders.
- To support staff with data entry and data retrieval for analysis.

### Publicity and Media Support

- To support staff in liaising with and organizing press visits/press releases.
- Maintain press clippings file.
- Publicize school events through direct emails and social media as required.

The successful applicant should have a High School Diploma and at least three years working experience in a similar position. Excellent I.T skills are essential as is a good written and verbal command of the English Language. Knowledge and experience working with MS Office programme is preferable. Excellent communication and interpersonal skills, superior telephone manner, and an ability to maintain a professional manner when interacting with internal and external customers are also essential. Ability to work in a team environment, attention to detail, accuracy, integrity and the ability to deal with sensitive and confidential information are key qualities required for the position. Recent and relevant First aid training is desirable as is experience of using Information Management Systems. Experience of promotion or publicizing of events would also be advantageous. Training in these areas may be provided to the successful candidate.

Salary range of CI\$27,000.00 - CI\$33,000.00 per annum and will commensurate with qualifications and experience. Benefits include medical insurance, contribution to a pension plan, and 4 weeks paid vacation over the summer plus school breaks (Christmas, Easter and Mid-term breaks), unless asked to come in to work on special occasions or in exceptional circumstances. The school also offers one free school place for the child of an employee.

Interested applicants must complete the application form in full, which can be found on our website <http://www.st-ignatius.com/about-us/job-openings> and send it to: [general@st-ignatius.com](mailto:general@st-ignatius.com). We will not accept any other form of application.

**Closing date for applications is: 29 June 2018**