

St Stephen's Catholic Primary School



Admin Assistant

November 2025

St Stephen's is a high performing school in the London Borough of Bexley. We employ both an author and artist in residence, as well as specialist teachers for music and PE who work alongside our class teachers to ensure every child receives a broad, balanced and bespoke curriculum.

Our Ofsted inspection found that 'pupils exude a love of learning and describe the school like being a second family. Behaviour is exemplary. Pupils are courteous towards adults and their peers.'

We are committed to having the best possible standards in all areas of school life. Academically, our children perform to the highest levels. Our pupils enjoy learning and the exciting opportunities provided for them. We offer a secure, happy and disciplined environment where children grow and develop into responsible young people.

Tours around the school are encouraged and warmly welcomed. Please call the school office on 0208 303 9738 to arrange a visit with a member of our Senior Leadership Team.

St Stephen's Catholic Primary School
Ruskin Avenue
Welling
DA16 3QG

www.st-stephens.bexley.sch.uk
admin@st-stephens.bexley.sch.uk
020 8303 9738

The closing date for applications will be Noon on Friday 28th November 2025
St Stephen's is committed to safeguarding and promoting the welfare of the children.
All offers of employment are subject to an Enhanced DBS check.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

