



**St. Patrick's Catholic Primary School**  
**Whitehouse Road**  
**Bircotes**  
**Doncaster**  
**DN11 8EF**  
**Tel: 01302 743145**  
**[www.stpatrickscatholicps.co.uk](http://www.stpatrickscatholicps.co.uk)**

**Job Title:** Administration Assistant

**Contract:** Part time (30 hours, term time only) Permanent

**Start Date:** As soon as possible

**Salary:** Grade 3 SCP 5-6 (£25,584 to £25,989 FTE), Actual Salary (£17,811 to £18,093)

**Reporting to:** Headteacher

**Closing Date:** Thursday 27 November 2025 at 9am

**Interviews:** W/C Monday 1 December 2025

St. Patrick's, Bircotes, is one of 13 primary schools within the St Francis catholic Multi Academy trust. This is an exciting time to be joining St Francis as a new Catholic trust of 14 schools, growing to 24 schools in line with the bishop of Hallam's vision for education.

St. Patricks is a small primary school serving the town of Harworth and Bircotes and the surrounding villages. The school serves a diverse cohort of pupils, reflecting the richness and breadth of the local community. Guided by the core values of faith, community, respect, and excellence, the school nurtures each individual's academic, spiritual, and social development. At the heart of the school's ethos is a commitment to excellence in teaching and learning, underpinned by a highly ambitious and engaging curriculum. Through working in partnership with parents, St Patrick's school develops confident lifelong learners who are well equipped for future success.

This is an exciting opportunity to join our team as a member of staff, to develop both personally and professionally, and to play a significant role in the continued success and ongoing development of our school.

**We are looking for someone who:**

- Will be fully supportive of the Catholic ethos of our school
- Is well organised with excellent communication and interpersonal skills
- Has experience of general administration duties
- Has the ability to manage and prioritise tasks
- Strong ICT skills and the ability to learn new systems quickly
- A flexible and confident approach to work
- Is committed to children's welfare and safeguarding

**We will offer you:**

- A good school with a strong Catholic ethos and excellent community and parish links
- A caring and positive working environment
- Enthusiastic and confident children who enjoy all aspects of school life
- Effective, supportive and dedicated staff, governors and parents
- Opportunities to grow professionally



We welcome visits to the school to meet the staff and children. Please arrange this by contacting Victoria McCurrach, Finance & Operations Officer at [vmccurrach@st-patricks.notts.sch.uk](mailto:vmccurrach@st-patricks.notts.sch.uk)

#### How to Apply

Please visit <https://stfcmat.com/vacancies/> to obtain the Administration Assistant Recruitment Pack.

Please complete all relevant documentation by the closing date of **Thursday 27 November 2025 at 9am** and send to Victoria McCurrach, Finance & Operations Officer on [vmccurrach@st-patricks.notts.sch.uk](mailto:vmccurrach@st-patricks.notts.sch.uk)



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Registered Office: The Old Grammar School, 13 Moorgate Road, Rotherham, S60 2EN