

Administrative Assistant

Join the Cardinal Vaughan Memorial School, W14 8BZ, as an Administrative Assistant.

Hours: 14 hours a week, all year round

Salary: £12,434.40-£12,612

Start Date: 21st May 2026

Contract: Permanent

Are you passionate about supporting education and committed to inspiring pupils? The Cardinal Vaughan Memorial School is seeking an **Administrative Assistant** to join our community of dedicated educators.

About Us

The Cardinal Vaughan Memorial School is a highly successful and oversubscribed Roman Catholic comprehensive school for boys, with a pan-London intake and mixed Sixth Form. It was graded Outstanding in all aspects in the most recent Ofsted Report (November 2021) and has a long track-record of high performance in public examinations. Conveniently located halfway between Shepherd's Bush and Holland Park tube stations, the Vaughan is situated within the leafy surroundings of London's Holland Park area and is within easy walking distance of Westfield shopping centre and nearby Notting Hill. Both stations are served by the Central Line, with Shepherd's Bush Overground also running trains to Clapham Junction every ten minutes.

The school is part of the Saint John Southworth Catholic Academy Trust, which promotes a collaborative environment, founded on Catholic Social Teaching and the principles of solidarity and subsidiarity, ensuring all pupils are supported to grow and succeed.

What We Are Looking For

We are seeking a highly organised, friendly and efficient Administrative Assistant to join our dedicated team and play a key role in the smooth running of our busy school office.

Our ideal candidate:

- Has experience of carrying out administrative tasks
- Has the ability to communicate effectively both orally and in writing to a variety of audiences
- Has excellent organisational and time management skills and the ability to prioritise work for oneself

- Has a high commitment to safeguarding and promoting the welfare of children
- Can promote the Catholic ethos and values of the school to ensure the best outcomes for all pupils

What We Offer

- A supportive and collaborative working environment
- Opportunities for training and development to help you grow in your career
- The chance to contribute to a trust committed to delivering high-quality education and supporting staff wellbeing
- Access to the Local Government Pension Scheme

Apply Today

For further details on the role, please view the Job Description and Person Specification via <https://www.sjscat.co.uk/Vacancies/> or visit our [website](#) to find out more about us.

To apply for this role, please complete the application forms available on our Vacancies webpage. Applications should be sent via email to hrteam@sjscat.co.uk.

Shortlisted candidates will be called for interview upon receipt of application, therefore we advise you to submit your application as early as possible to avoid disappointment.

The Cardinal Vaughan Memorial School and the Saint John Southworth Catholic Academy Trust are committed to safeguarding and promoting the welfare of young people. All roles are subject to satisfactory vetting, including an Enhanced DBS check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

Join us in our mission to cultivate an educational environment that inspires growth, respect and academic achievement!