



Administrative Assistant

Grade: B3

Contract Type: Permanent, term time only (38 weeks per year)

Hours: 8.30-4.00: Mon-Fri, term time only, 35 hours

Start date: 02.11.26

The Headteacher and Governors of Holy Rosary and St Anne's Catholic Primary School are seeking to appoint a friendly, organised and effective Administrative Assistant to join our school office team.

Working with the Headteacher and School Business Manager, you will provide high-quality administrative, financial and organisational support. As a first point of contact for families and visitors, you will help to keep the office running smoothly and provide a welcoming, professional service to our school community.

The successful candidate will demonstrate:

- Excellent communication and interpersonal skills, with the ability to deal professionally, calmly and warmly with pupils, parents, staff, visitors and other stakeholders
- Strong organisational skills, knowledge of general office procedures and the ability to prioritise work to meet competing deadlines
- Good literacy and numeracy skills
- Experience of using Microsoft software and confidence in inputting and retrieving information from databases and school information systems
- Experience of providing a customer-focused service and dealing with enquiries from a wide range of people
- Experience of working in a team and using initiative, with the ability to support new team members
- A careful, accurate approach to records, confidentiality, data protection, health and safety, and school procedures
- A commitment to supporting the distinctive Catholic mission and ethos of our school
- A commitment to safeguarding, equality and ongoing training and professional development

The role will include:

- Providing clerical support, including correspondence, standard forms, photocopying, filing and distributing mail
- Acting as a first point of contact for visitors and telephone enquiries in a courteous, professional and friendly manner
- Supporting the School Business Manager with administration systems, records, enquiries and financial processes as required
- Maintaining accurate electronic and paper records using Microsoft software, databases and information systems
- Helping to arrange appointments and book school visits and events, including diary support in the Business Manager's absence
- Maintaining accurate records, filing systems and stationery stocks
- Taking minutes at meetings when required
- Helping to update information on the school website and contributing to the development of office support services

In return we can offer:

- A school dedicated to providing an outstanding Catholic education to its pupils
- Well-motivated, well-behaved and enthusiastic children who are eager to learn
- A friendly, hardworking and committed staff team
- Good relationships with parents, parish and the wider community
- A commitment to HR excellence, employee benefits and opportunities for continued professional development within St Gregory the Great Catholic Academy Trust

Please complete the application form and submit it via DfE Teaching Vacancies by the closing date below.

Visits to the school are warmly welcomed. Please email headteacher@hrsaprimary.co.uk to organise a visit.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to a Disclosure and Barring Service (DBS) check and satisfactory pre-employment checks. We promote diversity and welcome applications from all sections of the community.

Closing date: 20.10.26 – 12.00pm

Shortlisting: 20.10.26

Interviews: 22.10.26

Start date: 02.11.26