



St Joseph's Catholic Primary School Chapel Street Devonport
Plymouth
PL1 4DJ



Executive Headteacher: Mrs Roisin Wright

Tel:: 01752 563185
E-Mail: st.josephs.rc.primary.school@plymouth.gov.uk

The Governors of St Joseph's Catholic Primary School, Plymouth, are seeking to appoint a positive administrator from September 2026. They are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We Offer:

- A warm and welcoming school with a strong Catholic ethos.
- Friendly, polite and enthusiastic children who enjoy coming to school.
- A supportive and dedicated staff team who value collaboration and professional development.
- Opportunities for ongoing training and career development.
- A varied and rewarding role at the heart of a thriving school community.

The Successful Candidate Will:

- Be committed to supporting the Catholic ethos and values of the school.
- Have excellent organisational, administrative and communication skills.
- Be approachable, professional and able to provide a warm welcome to pupils, parents, visitors and staff.
- Be reliable, hardworking, adaptable and able to prioritise a busy workload.
- Have strong IT skills and be confident using a range of computer systems and Microsoft Office applications.
- Be able to work effectively both independently and as part of a team.
- Maintain confidentiality and demonstrate professionalism at all times.
- Have a positive, flexible attitude and a commitment to providing excellent customer service.
- Be reflective, open to feedback and committed to their own professional development.

Required: September 2026

Contract: 30 hours per week

Permanent contract.

Payscale - Plymouth Cast SCP C4 to C6 - £25,185 to £25,989. Pro-rata actual £17,852 to £18,422

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: 24.08.2026 at 09.00

Interviews: TBC

Application packs are available for download from <https://www.st-josephs.plymouth.sch.uk/>

Please send completed applications to n.berry@plymouthcast.com