

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: As soon as possible

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 thriving Catholic institution with a pan-London intake and a tradition of fostering academic excellence, self-discipline and a commitment to self-improvement among pupils of all backgrounds and abilities. The school is a part of the Saint John Southworth Catholic Academy Trust, established in 2021, 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 competitive Inner London salary
- Professional development opportunities tailored to support your growth and career progression
- A welcoming, supportive environment with a commitment to safeguarding and promoting welfare for all pupils

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.

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