

Administrative Officer

Join St Vincent de Paul Catholic Primary School, SW1P 1EP, as an Administrative Officer.

Hours: Full time, 40 weeks per year

Salary: £30,179.78-£32,233.96

Start Date: Mid-November 2026

Contract: Permanent

Are you highly organised, proactive and committed to delivering excellent administrative support in a busy school environment?

St Vincent de Paul Catholic Primary School is seeking an enthusiastic and professional Administrative Officer to play a key role within our community. This is an exciting opportunity for an individual who enjoys working collaboratively, has excellent attention to detail and is passionate about supporting the education and wellbeing of children.

About Us

St Vincent de Paul Catholic Primary School is a welcoming and inclusive Catholic school committed to nurturing every child academically, spiritually and personally.

The school is a 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 pupils and staff are supported to grow and succeed.

Key Responsibilities

As Administrative Officer, you will:

- Lead the effective delivery of administrative functions across the school office
- Act as a key point of contact for families, visitors, staff and external agencies
- Manage pupil administration, attendance and admissions processes
- Maintain accurate school records and information systems, ensuring compliance with statutory and Trust requirements
- Coordinate statutory returns, including the School Census
- Lead on school communications, including newsletters and parent correspondence
- Oversee office resources, facilities reporting and general administrative operations
- Support pupil wellbeing through first aid provision and effective communication with families where required
- Ensure compliance with safeguarding, data protection, health and safety requirements

What We Are Looking For

Our ideal candidate will:

- Have at least five GCSEs (Grade 4/C or above), including English and Mathematics
- Have experience carrying out administrative duties in a busy environment
- Be confident dealing with face-to-face and telephone enquiries
- Demonstrate excellent organisational, literacy and communication skills
- Have strong attention to detail and a proactive approach to problem solving
- Be confident using Microsoft Office applications and administrative systems
- Understand the importance of confidentiality, data protection and safeguarding

- Be able to work independently and prioritise competing demands effectively
- Demonstrate a commitment to the Catholic ethos and values of the school

What We Offer

- A supportive and collaborative working environment
- Professional development opportunities tailored to support your growth and career progression
- A welcoming and supportive environment with a commitment to safeguarding and promoting welfare for all pupils
- An Employee Assistance Programme providing free, confidential 24-hour support and counselling services
- A cycle scheme to help spread the cost of purchasing a bicycle and equipment

Apply Today

To learn more about the role, the school and the Trust, please visit our [Vacancies page](#).

To apply, please download and complete the application forms available on our Vacancies page. Once you have completed the forms, please email your application to hrteam@sjscat.co.uk.

Closing Date: 8am on Wednesday 14 October 2026

Interviews: 21, 22 or 23 October 2026

St Vincent de Paul Catholic Primary 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.

The post below 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!