**Administrative Assistant**

*St Wilfrid’s Catholic Primary School is committed to creating a diverse workforce. We’ll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

**Salary** Grade 4.5, £23,500 pro rata per annum

**Address:** School Close, Burgess Hill, West Sussex, RH15 9RJ

**Website** www.st-wilfrids-burgesshill.w-sussex.sch.uk

**Email:**  recruitment@stwilfridsbh.org.uk

**Telephone No:** 01444 235254

**Start Date:** September 2025

**Contract** 30hrs per week, term time only, Temporary Maternity Cover

**Working Hours Mon-Friday 8:30 – 15:00 (Hours can be discussed at interview)**

Closing date for applications – **9am Fri 25th April 2025** Interview date – **Thursday 1st April 2025**

The Governors are looking to appoint an approachable and forward-thinking School Office Administrator with strong interpersonal skills to join our supportive and collaborative team, working alongside staff, children and parents you will be an ambassador for the school demonstrating a commitment and passion ensuring every child, whatever their background, receives a high-quality education.

**We are looking for an applicant who:**

* Can create a warm and welcoming environment for all visitors to the school
* Is a great communicator, who can develop positive relationships with adults and children
* Is understanding of the educational, welfare and social needs of the children we are supporting
* Is a highly organised, friendly person with good IT and interpersonal skills
* always maintains confidentiality
* Is able to prioritise work, meet deadlines and multi-task
* Enthusiastic and committed to working as part of a team
* Consistent in a calm and fair approach

Visits to the school are highly recommended, but do not form part of the recruitment process.

Please contact the school to make an appointment.

[recruitment@stwilfridsbh.org.uk](mailto:recruitment@stwilfridsbh.org.uk)

**How to apply:**

Please complete the online application in full and send to [recruitment@stwilfridsbh.org.uk](mailto:recruitment@stwilfridsbh.org.uk)

Application forms are available on our website <http://www.st-wilfrids-burgesshill.w-sussex.sch.uk>

*St Wilfrid’s Catholic Primary School is fully committed to safeguarding children. The post will be subject to satisfactory references, health checks and Disclosure and Barring Service checks. This will be done by means of applying for a DBS certificate through the Disclosure and Barring Service. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. Proof of the right to work in the UK will also be required*