

Office Administrative Assistant

Join St Joseph's Catholic Primary School, Chelsea, SW3 2QT, as an Office Administrative Assistant.

Hours: 36 hours a week, 40 weeks a year

Salary: £29,151-£31,134.35

Start Date: 29th September 2025

Contract: Fixed-term 6-month contract

Are you passionate about supporting education and committed to inspiring pupils? St Joseph's Catholic Primary School, Chelsea, is seeking an **Office Administrative Assistant** to join our community of dedicated educators from **29th September 2025**.

About Us

St Joseph's is a friendly, high-performing, one form entry school nestled in the heart of Kensington & Chelsea, near Sloane Square. Our children, staff and families bring a wonderful mix of cultures and personalities to the school. We take pride in supporting each and every child to achieve their personal best as our standards are high. The fabric of our school building is a well-crafted blend of old and new, providing a bright and spacious environment in which to work in.

We are 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 all pupils are supported to grow and succeed.

What We Are Looking For

We are seeking a highly organised, friendly and efficient Office 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.

Closing Date: 8am on Thursday 28th August 2025

Interview Date: Week commencing 1st September 2025

St Joseph's 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.

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