



# ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

HEADTEACHER: MR C BRIGGS

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[www.stjosephs.harrow.sch.uk](http://www.stjosephs.harrow.sch.uk)

## PA to Headteacher/Office Manager Vacancy

We are recruiting for a **PA to Headteacher/Office Manager** to join **St Joseph's Catholic Primary School** from **1<sup>st</sup> September 2025**. We are a successful and welcoming school and are proud of our very positive relationships with all stakeholders.

The successful candidate will be expected to work 36 hours per week, term-time only + 1 week. This position presents an excellent opportunity for an individual with existing office manager experience within a school setting or other relevant and transferrable experience.

Working hours are **Monday, Tuesday, Thursday & Friday 8:00am to 4.15pm and Wednesday 8.00am to 4.00pm**. This role is a permanent position, but a **3 working month probationary period will apply**.

Our organisation is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. Our recruitment process follows the keeping children safe in education guidance.

The closing date for receipt of applications is **12.00pm on Wednesday 4<sup>th</sup> June 2025** with interviews taking place the week commencing 9<sup>th</sup> June 2025.

The successful applicant will have the opportunity to carry out a full handover with the current Office Manager and review or set up any systems, if necessary, once in post.

**Applications can be downloaded from the school website** [www.stjosephs.harrow.sch.uk](http://www.stjosephs.harrow.sch.uk) or please contact the school office on 020 88863 8531 (option 9) for details.

Visits to the school are warmly welcomed.

### Safeguarding Statement

St. Joseph's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. All post holders are subject to a satisfactory enhanced DBS check and reference checks. Offers of employment may also be subject to the following checks (where relevant): medical fitness to work, online/social media checks, right to work, suitability to work with children. You must tell us about any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.