



St Mark's West Essex Catholic School

Tripton Road
Harlow Essex
CM18 6AA

REPROGRAPHICS & ADMINISTRATION ASSISTANT

Scale 4 points 8-9

Current Salary £13,407 including outer fringe, days ie 39 weeks per annum (38 term time and one week inset)

21 hours per week, Monday, Tuesday, Friday 8.30am – 4.30pm

The successful candidate will be a highly motivated and enthusiastic professional and be an excellent administrator. In return, the school can offer:

- Working in a popular and successful school
- A range of CPD opportunities, including tailored support for those who are looking to enhance their skills
- A happy and supportive working environment with high expectations and standards

We are committed to safeguarding and promoting the welfare of children

Appointments are subject to satisfactory medical and enhanced DBS clearance and references

Please telephone 01279 421267 for an application form and further details, or download it from our web site, www.st-marks.essex.sch.uk.

Job start date: ASAP

Closing date: 29 May 2026

About St Mark's West Essex Catholic School

St Mark's is a successful, well-ordered, and caring Catholic school for approximately 1000 boys and girls aged from eleven to eighteen, situated in the heart of Harlow, Essex.

We are committed to the highest level of achievement for pupils of all abilities, and we recognise that there are no limits to a child's potential. We aim to inspire all our pupils to achieve their best through "belonging, engaging and succeeding together". We believe in treating each pupil as an individual and valuing each person's unique talents. Our curriculum has been designed to offer choice and to nurture all talents and abilities.

Our school was rated "good" by Ofsted at our inspection of February 2023 and "good" with "outstanding" in our Section 48 Inspection in May 2025.

St Mark's prides itself on its exam results at both GCSE and A level, as well as the number of awards, achievements, and accomplishments of our pupils in so many different aspects of their learning.