



## St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

Administration Assistant –  
Fixed Term Contract



# Welcome

## Message from our CEO



Dear Candidate,

Thank you for your interest in working at Xavier Catholic Education Trust (CET). My name is James Kibble and I have the privilege of serving as CEO, coordinating the work of our schools as **we collaborate to ensure that every child has access to a world-class education.**

At Xavier CET we provide the central services, including teacher training and professional development, so that leaders in our schools are free to focus on what matters most, creating exceptional educational experiences for all the children in our care.

**Our Catholic faith is central to all that we do as it is the source of the values that inspire our work; you don't, however, have to be Catholic to work with us. All we ask is that people are committed to what we are trying to achieve; to help every child become the person they are called to be, live life to the full and play their part in making our world a better place in the future.**

Working at Xavier is a great opportunity to join a happy and successful community of schools and education professionals. If you join us, we will be totally committed to supporting and developing you in your role and career development and in turn, you will enjoy all the opportunities and benefits that come from working in what we believe is a 'flagship' Catholic Education Trust.

**Please visit our website [www.xaviercet.org.uk](http://www.xaviercet.org.uk) to find out more about the Trust, our schools and our other services or contact us via [info@xaviercet.org.uk](mailto:info@xaviercet.org.uk) for further information or to arrange a visit.**

James Kibble

CEO - Xavier Catholic Education Trust



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# Our Story

## Growing Together Continuously

In 2016 we came together as a group of Catholic schools wanting to support each other to consistently deliver exceptional educational experiences for all the children in our care.

When deciding our name, we wanted something different, memorable and meaningful. Jesuit missionary, St Francis Xavier was a teacher and gave much of his time to teaching children, realising that they are the future. Despite encountering difficulties and resistance he never gave up. **Inspired by Saint Francis Xavier, we continue to go wherever we are needed and can help; we learn from and share our ethos and faith with all we work with.** As Teachers, Governors, Directors and Support Staff in the Xavier Catholic Education Trust we devote ourselves to serving the children and spreading the good news of the Gospel and like St Francis, we too will never give up in our mission.

We have since grown to include 17 schools - 14 primary and 3 secondary schools – and proudly continue to learn from and grow with every new school we welcome into our trust family. **To find out more about our schools please visit: <https://www.xavercet.org.uk>**

# Our Mission

## What we aim to achieve

To provide an outstanding Catholic education for all the children in our schools and exceptional training for teachers at all stages of their career.

We will follow the example and teachings of Christ and everything we do will be inspired by gospel values. We will strive for excellence in all areas of our work and cherish every child and member of staff in our care.

We know we are succeeding when everyone in our care is better off because we are there.

# Our Values

## How we operate

### **Faith**

Everything we do is rooted in faith and lived out through Gospel values

### **Hope**

We are optimistic about the future and see the God-given potential in everyone

### **Love**

We believe in the power of reconciliation and treat everyone with loving kindness

### **Service**

We accept the mantle of leadership and recognise that our mission is to serve

### **Integrity**

We work for the greater good, strive for justice and always try to do the right thing

### **Excellence**

We are committed to challenging ourselves to offer first-class provision in all that we do

# Our People

Join Us. Grow With Us. Flourish With Us.

Like any successful organisation, we rely on recruiting, developing and retaining the very best people to ensure that all that we do continues to be recognised as first-class by all those that we serve. The minimum requirement to work with us is to be energetic, enthusiastic, to have a “can-do” attitude and to be passionate about doing whatever it takes to ensure that the children and staff we serve get the best possible education.

Beyond the passion required to join our team, you will also need to demonstrate the potential to be excellent at what you do and whilst you don’t have to be Catholic to work with us, you certainly have to be supportive of everything we stand for and aspire to.

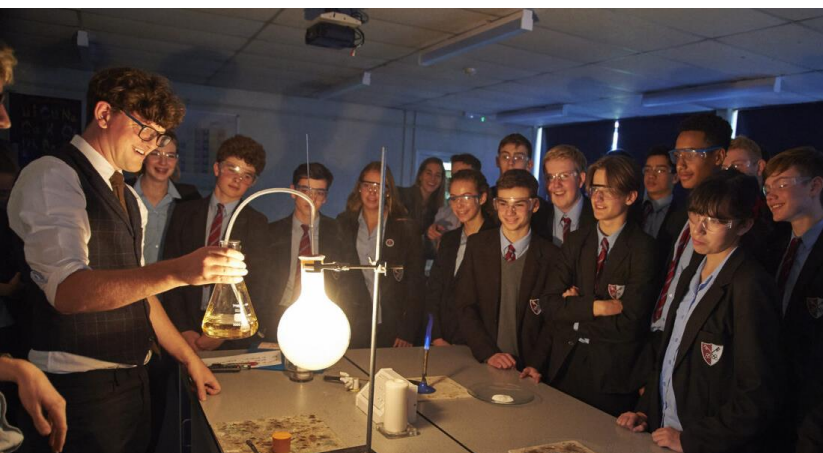
If that sounds like you, please know that Xavier is a brilliant place to work. Our staff are our greatest asset; everything we achieve is down to their hard work and dedication, and we therefore ensure that they are very well looked after.





# Testimonials

What our people say



"I wanted to work in a position I love and something I enjoy and know that I would wake up and go to work and come home having enjoyed my day and achieved something."

"Teaching for me is about having a passion for learning...having the passion, enthusiasm and energy needed to be a teacher."



"The NPQ program is a great opportunity to network with like-minded colleagues. It's provided me with a platform to discuss approaches to leadership and learn about my own style."

# Why Work For Us

## Staff Benefits

### EMPLOYEE WELLBEING

- Inclusive welcoming culture
- Work life and family friendly policies
- Flexible working opportunities
- Green Car and Cycle-to-work Schemes
- Dental Insurance, My Gym Discounts, Health discounts

### PENSION SCHEME

- Highly competitive Local Government Pension Scheme (Support Staff) and Teachers' Pension Scheme (Teachers)

### TRAINING & DEVELOPMENT

- Senior and middle leadership skills programmes
- Comprehensive development programme for trainee teachers and ECT's
- Coaching culture to support teacher learning and development.
- Holistic approach to appraisal system, focused on your CPD and not just on measuring performance

### TRUST-WIDE COLLABORATION

- Collaborate and share best-practice across our growing family of primary & secondary schools
- Trust-wide career development opportunities
- Work alongside Xavier Teach Southeast, and Teaching School Hub, an outstanding initial teacher training and ECT provider





# St Polycarp's Catholic Primary School

We love. Learn, grow and flourish together



## JOIN OUR TEAM

### Job Specification



# Welcome

## Message from the Head

Dear Candidate,

Welcome to St. Polycarp's Catholic Primary School! We are a vibrant, two-form entry school at the heart of Farnham, just a short walk from the town centre, train station, and beautiful green spaces.

Our school has a well-established reputation for excellence in education and for nurturing a lifelong love of learning. We value creativity, independence, and ambition for every child. At St. Polycarp's, Gospel values shape our ethos and teaching, helping children face challenges with confidence and resilience. We celebrate the uniqueness of every child and ensure that all are valued and supported.

Our vision is simple yet powerful: **'We love, learn, grow and flourish together'.**

We are proud to share that in March 2025, Ofsted inspected our school and judged us Outstanding in all five areas assessed—a testament to the dedication of our staff, the enthusiasm of our pupils, and the strength of our community.

You'll find a welcoming, friendly staff team and a supportive, forward-thinking leadership group committed to innovation and best practice. To enrich learning, we have a dedicated music teacher and PE teacher who deliver high-quality specialist teaching across all year groups.

# Welcome Message from the Head

Our children are wonderfully curious, full of potential, and eager to grow and we are deeply passionate about helping them flourish in every aspect of their lives.

As a proud member of the Xavier Catholic Education Trust, we are committed to nurturing talent, developing future leaders, and offering exceptional opportunities for professional growth and career progression. We warmly welcome applications from everyone Catholics, those of other Christian denominations, people of all faiths, and those of no faith. What matters most to us is a shared dedication to supporting our children, embodying our values, and contributing to a joyful, caring school community where every individual is respected and every voice is valued. If you are inspired by the idea of making a meaningful difference in the lives of young people, we would be delighted to hear from you.

Mr Martyn Peebles  
Headteacher





# Job Specification

## Administration Assistant – Fixed Term Contract

We are seeking to appoint an enthusiastic Administration Assistant to provide support on routine administrative activities as a member of the school office team.

### Job Purpose

Provide support on a broad range of administrative activities as a member of the office team to enable the school to function efficiently

### Key Deliverables include:

- Responsible for updating and maintaining school website.
- Monthly checks of website to ensure content is relevant and up to date.
- Ensure weekly communications to parents are sent out and the website calendar is up to date
- Carry out morning registers ensuring all children are accounted for.
- One day a week working on front desk, undertaking the efficient running of reception, managing telephone and face-to-face enquiries
- Receive, forward, action and respond to school emails following the school's communication policy;
- Ensure the school's security procedures for visitors are properly followed, providing a courteous welcome to all stakeholders and visitors and promote a positive and professional image of the school;

### Key Accountabilities

#### Planning & Organising

- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

#### Analysis, Reporting & Documentation

- Ensure information and records are processed and stored to agreed procedures.





## **Service Delivery**

- Deliver a range of administrative services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
- Receive and respond to everyday enquiries to provide a timely, courteous and efficient service.

## **Finance/Resource Management**

- Follow established ordering procedures to ensure adequate resources are available to meet work requirements. Deliver a range of administrative services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.

## **Work with others**

Receive visitors and provide information in a courteous manner to promote a positive image of the school office

## **Duties for all**

Values: To uphold the values and behaviours of the Xavier Catholic Education Trust.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate

## **Key Skills**

1. Excellent written and oral communication skills with the ability to build sound relationships
2. Minimum 3 GCSEs at Grade C or above, or equivalent
3. Competent and confident with technology including Microsoft Office
4. Ability to prioritise and plan own workload in the context of conflicting priorities
5. Proven experience of working in a busy office environment
6. The successful candidate will work under the direction of the Office Manager



### **Job Details – Administration Assistant**

- Part Time – 2.5 days per week, Monday 8.30 – 12.30, Tuesday and Friday 8.30 – 4.00
- Fixed Term Contract running until the end of the academic year (17<sup>th</sup> July 2026)
- Start date - ASAP
- 18 hours per week, 39 weeks per year, required to work inset day as agreed
- XCET PS4 £25,052 - £26825 FTE, £10,776 - £11,539 pro rata

### **Start date: ASAP**

Closing date for applications is Friday 6<sup>th</sup> February 2026 at 9.00am. Interviews to be confirmed. Early application is recommended as we reserve the right to interview and appoint at any time during the recruitment process.

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The Successful applicant will be required to undertake an enhanced check via the Disclosure and Barring Service.





# How To Apply

Please apply by visiting our school website:

<https://www.stpolycarps.surrey.sch.uk/Vacancies/>

Alternatively you can visit our Xavier CET website and eteach portal via these links:

[Xavier Catholic Education Trust - Vacancies \(xaviercet.org.uk\)](https://www.xaviercet.org.uk)

<https://www.eteach.com/careers/xaviercet-org>

You will be able to apply for any of our current job vacancies, as well as sign up for our Talent Pool, so that we may contact you about any suitable roles that arise in the future.

**SAFEGUARDING:** Xavier Catholic Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## Safer Recruitment Policies

Please find the all the safer recruitment policies on the link below:

<https://www.eteach.com/careers/xaviercet-org>

**EQUAL OPPORTUNITIES:** Xavier Catholic Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.







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