



St Edward's Catholic First School

Office Administrator

From 1st September 2026

Scale 5 point 12-17 depending on experience

Salary Range: £30,743 - £33,349 FTE

Hours: 37.5 hours per week

Monday-Friday (8.00-16:00 including half hour lunchbreak)

Contract: Permanent, term-time only plus INSET days

The Governors of our friendly, popular, and well-resourced school are seeking to appoint an enthusiastic, flexible, and committed professional to join our busy office team. This role is ideally suited to an experienced administrator who thrives in a vibrant, fast-paced environment

We are able to offer:

- A school team who has kind and supportive relationships and genuinely care about each other
- Happy, well-behaved and well-mannered children who draw from a wide range of backgrounds and ethnicities
- Supportive Governors and parents who are enthusiastic about the school

We're looking for someone who can meet the following:

- Experience of Microsoft Office & Outlook 365 and is computer proficient.
- A welcoming personality with the ability to work confidentially and flexibly and manage own workload.
- Ability to communicate effectively with parents, staff and pupils and visitors.
- To be an active member of our school family.
- Ability to manage confidential information with discretion and compliant with data protection law.
- Having experience of first aid and safeguarding in schools would be an advantage

Application packs and further details are available from our website:

www.stedwardscatholicfirstschool.co.uk

Candidates should complete the Catholic Education Service application form and return ASAP. Early application is advised as we reserve the right to appoint before the closing date.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS and Asylum and Immigration check

St Edward's Catholic First School

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