

*'The family of Holy Rood School will try to live, learn, grow and celebrate together, as friends, through the love of Christ.'*

## **Holy Rood Catholic Primary School**



### **Admin Assistant**

(Part Time, Monday – Friday, hours split across the day  
8.30am-9.30am and 2.15pm-3.45pm)

**Required for September 2026**

**Salary Scale: H2**

Holy Rood Catholic Primary School wishes to appoint an enthusiastic, organised and adaptable Administrative Assistant to join our friendly and dedicated office team.

This is a part-time position, working Monday to Friday, with split shifts:

- 8:30am – 9:30am
- 2:15pm – 3:45pm

The successful candidate will play a key role as the first point of contact for our school, providing a warm and welcoming experience for pupils, parents, visitors and staff. We are looking for someone who is highly organised, works efficiently, manages their time effectively and is able to prioritise a varied workload in a busy school environment.

#### **We are looking for someone who:**

- Is committed to supporting the Catholic ethos and values of our school.
- Has excellent communication and interpersonal skills, building positive relationships with parents, pupils, staff and visitors.
- Presents a friendly, professional and welcoming manner as the first point of contact for the school.
- Is highly organised, able to work efficiently and manage competing priorities.
- Has excellent attention to detail and can maintain confidentiality at all times.
- Is confident using IT systems, including Microsoft Office and other school-based software.
- Enjoys working as part of a team while also being able to work independently and use their initiative.

#### **Main responsibilities include:**

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- Undertaking reception duties, answering telephone and face-to-face enquiries, welcoming and signing in visitors.
- Acting as an effective communication link between parents, staff and external agencies.
- Managing and prioritising a range of daily administrative tasks efficiently.
- Ensuring office stationery and First Aid supplies are maintained and fully stocked.
- Keeping the school office and First Aid room tidy and organised.
- Returning teachers' resources and delivering messages and items to classrooms.
- Opening, sorting and distributing incoming mail and preparing outgoing post.
- Maintaining the school calendar by entering appointments and diary dates.
- Undertaking word processing and a range of IT-based administrative tasks using relevant software packages.
- Providing photocopying support for school staff.

*Please note that Holy Rood Catholic Primary School is firmly committed to the safeguarding of all pupils and as such this post will be subject to an enhanced disclosure with the Disclosures and Barring Service.*

**Closing Date for applications:** *Friday 17<sup>th</sup> July*

**Interviews:** *Tuesday 21<sup>st</sup> July*