



Cardinal Newman Catholic Primary School

Arch Road, Hersham, Surrey KT12 4QT
Telephone: (01932) 222536
Head of School: Mr G Flower
Executive Headteacher: Mrs C Burnham



Part time School Office Administrator

Required asap to join our friendly office team

Monday to Friday, 9.00am-11.00am – term time only

Pay within the range £5,652-£6,052 depending on experience (FTE £24,275-£25,993)

Pay award under review

We are a friendly and successful 2-form entry primary school within the Xavier Catholic Education Trust. This role is suitable for someone who enjoys working in a team to a high standard in a busy, front of house environment. Conflicting work priorities and demands of school life can change quickly and the role will suit a quick learner who uses initiative to remain calm. Previous experience of school office work is desirable, but training will be given.

Applicants are warmly welcomed to visit our lovely school - call the school office to arrange.

The main duties of the role include :

- Recording pupil attendance and creating reports for Senior Leadership
- Administration of school dinners, liaising with Surrey Commercial Services
- Assisting the Admissions Officer with school admissions
- Front-of-house - dealing with emails, telephone calls and face-to-face enquiries
- Pupil welfare – administering first aid, pupil illness/injuries, liaising with parents

We are looking for someone who :

- Is well-organised, with good time-management skills, able to prioritise and multi-task
- Has high standards of written and spoken English, is numerate with good IT skills and attention to detail
- Is able to maintain confidentiality inside and outside the workplace
- Is well-presented, has excellent interpersonal/communication skills, and a good sense of humour
- Is suitable to work in Education Trust - Enhanced DBS clearance (essential)

To apply for this job click [here](#) or go to the vacancies page of our school website and follow the link. Closing date for applications 6th May 2025

Applications will be considered as they are received and you are advised to submit your application early as interviews may take place, and appointment may be made before the closing date

Xavier Catholic Education 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.