

Receptionist/Administrator
Part time (2 - 6pm), term time only (plus two weeks)
To start October/November 2026

St Catherine's is very proud of its friendly atmosphere, excellent pastoral care and strong academic reputation. All staff members work together to create a happy, confident and inclusive community, where pupils, staff and visitors feel welcome. The School Receptionist/Administrator plays a key role as the first point of contact at our school reception area.

We seek a friendly and professional person to join our valued team. You will be responsible for general school administration, pupil welfare/first aid and attendance, alongside the other duties outlined below. Applications are welcome from people who do not yet have experience in schools. We are especially keen to meet those with strong communication skills and a commitment to effective administration. Training can be provided.

This position is offered on a part time basis 2pm - 6pm, term time only (plus two additional weeks by agreement).

If you feel you have the experience, enthusiasm and commitment necessary for this post, then we would be delighted to receive an application from you. Please note that only applications on the School's application form will be considered.

Please complete the enclosed application form and send it together with a covering letter addressed to the Head via email to recruitment@stcatherineschool.co.uk

Closing date for applications: 9am, Tuesday 6 October 2026.

Interviews will be held the following week.

Applications will be reviewed as they are received so early application is recommended.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to a number of safer recruitment checks including Enhanced DBS, Barred List and online/social media checks as part of Keeping Children Safe in Education, and once in post, receive further training and updates.