**Corpus Christi Catholic Primary School**

St. James’s Square, Boscombe,

Bournemouth, BH5 2BX

Tel. 01202 427544

Email: office@cccpschool.com

**Administration Assistant including Pre-School Administration**

**Grade 4 £24,790 per annum. (Paid 44.65 weeks per year)**

**approximately £12,909 per annum.**

**22.50 hours per week, from 1st September 2025**

**Hours 9.30am - 2.00pm Monday to Friday, term time only, (39 weeks)**

The Governors are seeking to appoint an Administration Assistant including Pre-School Administration to join our team which provides high quality support to the running of our school. The successful candidate will:

* have previous administrative experience preferably in a school office.
* have excellent organisational skills with the ability to multi-task.
* be computer literate.
* work well as part of a team.
* have good inter-personnel and communication skills.
* be able to work well under pressure to meet tight deadlines.
* be positive, enthusiastic and have a sense of humour.
* demonstrate accuracy and attention to detail.
* supportive of the Catholic ethos of our school.
* relate well to children and adults.
* be able to complete and submit funding claims and payments

Responsibilities will include:

* Welcoming visitors and answering incoming calls.
* Monitoring attendance on a daily basis.
* Timely submission and reconciliation of parent declarations and funding claims.
* Supporting the SLT (senior leadership team) and school office team with a range of administrative duties.

An informal meeting with the School Business Manager is warmly welcomed and encouraged. Please phone the school and ask to speak to Mrs Solly to arrange a meeting. Application forms, job description and person specification are available on the school website www.cccpschool.co.uk or you can request an application pack from the school office. We regret to advise that CV’s are not accepted as a form of application.

**The closing date for applications is Midday Thursday 17th July 2025**

Please email your application to [susan.solly@cccpschool.com](mailto:susan.solly@cccpschool.com) or send to

Susan Solly, Corpus Christi Catholic Primary School, St James’s Sq, Boscombe, BH5 2BX

**Interviews: Monday 21st July 2025**

Corpus Christi Catholic Primary 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 require an enhanced DBS.

*Corpus Christi Catholic Primary School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees****.***