



ST. KATHARINE'S C.E. (V.A.) PRIMARY SCHOOL
Rolls Drive · Southbourne · Bournemouth BH6 4NA

Telephone: 01202 426663
e-mail: office@skps.email
website: www.stkatharinesceprimary.co.uk
HEAD TEACHER: Mrs. N. St John
DEPUTY HEAD TEACHER: Mrs E Burton



Grace - Integrity - Aspiration

Receptionist and Administrator – permanent

Grade 4 – SCP 6 to 9 – Term Time Only

F.T.E - £25,183 - £26,409

2 days per week – Wednesday and Thursday, 8.30am to 4.00pm

We have an exciting opportunity for a well organised and efficient administrator to join our school working as 'receptionist/administrator' on Wednesdays and Thursdays each week.

We are seeking a friendly and professional receptionist/administrator to join our busy school office team. You will be the first point of contact for visitors, phone calls and email enquiries. You will use a variety of systems and IT packages to perform a wide range of office administration tasks.

We are keen to receive applications from proactive and driven individuals who can demonstrate experience of working in a similar environment, preferably an education setting.

The successful applicant will join our team of talented, committed and diligent support staff, all of who are aligned in their passion for ensuring that all pupils receive a high quality of education and opportunity whilst at our school.

We are looking for a highly motivated and organised individual to join us from 1st October 2025.

Please do have a good look at our school website www.stkatharinesceprimary.co.uk and our video https://youtu.be/5If_XLdUqfs to get a feel for the school.

Application packs are available on the school website.

www.stkatharinesceprimary.co.uk in Our School/Staff/Staff Vacancies

Please send your application form (**CVs are not acceptable**) or any other queries to:

recruitment@skps.email

Closing date Monday 1st September 2025 - Interview dates w/c 8th September 2025.

St. Katharine's C.E. (V.A.) Primary School is committed to safeguarding and promoting the welfare of children and staff, and expects all staff and visitors to share this commitment. We follow safer recruitment processes and therefore the post requires enhanced DBS check on appointment and references prior to interview.