



CHRIST THE KING CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs Sarah Terrey

Deputy Headteacher: Mrs Melanie Lord

Durdells Avenue Kinson Bournemouth BH11 9EH Tel.(01202) 574277

Fax. (01202) 594114 e-mail: christtheking@ctkcps.com

Diocese of Plymouth, registered charity number: 213227

Website: www.ctkcps.com

We are seeking to appoint an experienced, professional and highly motivated Senior Administration Officer with Line Management to start as soon as possible. This is a part-time post working 21 hours per week. The Governors are seeking applicants who can manage the school office ensuring efficient administrative support is provided to the Headteacher, school staff, parents and pupils.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Be able to work to tight deadlines and remain calm when faced with multiple tasks
- Be experienced in a wide range of administrative processes (experience in an educational setting is desirable)
- Be able to line manage a small number of administration and premises staff
- Be an excellent organiser with a flexible approach to day to day work activities
- Have a friendly, professional and engaging manner
- Have excellent verbal and written communication skills
- Be able to work as part of a team and establish positive relationships with pupils, parents and staff
- Have a reflective and evaluative approach to their practice

Required: As soon as possible

Salary: Support Staff Pay Scale Grade G - £32,061 to £33,699 (pro rata for part-time)

The salary quoted is the annual salary for the position at the time of advert.

Contract: Permanent

Visits to the school are encouraged. To arrange a visit, please contact The School Office by email at christtheking@ctkcps.com or contact the school on 01202 574277.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: Wednesday 18th March 2026

Interviews: Tuesday 24th March 2026

Shortlisted candidates will be notified by email

School Website address: www.ctkcps.com