

St Joseph's Catholic Primary School, Bexley  
**SCHOOL ADMIN ASSISTANT VACANCY**

Start date: June/July 2026



**Is it time for you to take on a new and central role in a professional and child-centred environment, where everyone is known and valued?**

**Monday to Friday  
8:30am - 4:30pm  
Term Time (38 weeks)**

**Bexley Scale 051-054  
£15.68 - £15.91 per hour  
£29,436 - £29,856 FTE**

**Application form and further information available on the school website: [www.st-josephs.bexley.sch.uk/vacancies](http://www.st-josephs.bexley.sch.uk/vacancies)**

**Closing date: 15 May 2026**

**Interview date: TBC**

Following the forthcoming retirement of the previous long standing post holder, St Joseph's is looking to appoint its next School Admin Assistant. Working alongside the Head of School, the Admin Assistant ensures the smooth running of St Joseph's on a day-to-day basis, handling a wide range of administrative, staffing and financial aspects of the school. The school office is the face of the school for a wide range of people - parents, staff, governors, visitors, contractors and children. The role also involves varied list of medium and long term tasks such as procurement, financial management, governance and compliance.

You will have excellent communication and interpersonal skills, with a strong ability to balance and prioritise competing tasks. You will have experience of managing diaries, accessing and updating databases, and using financial software packages. Training in the school's specific systems and tools will be provided to the successful candidate. There will be an opportunity for the successful candidate to work alongside the current postholder to further support their transition into this critical role. Applicants are warmly welcomed to visit the school or contact the Executive Headteacher to learn more about the role.



**Is this all adding up to the job you are looking for?  
Visit our website or book an initial conversation.**

**St Joseph's Catholic Primary School**

Old Road, Crayford DA1 4DZ

[www.st-josephs.bexley.sch.uk](http://www.st-josephs.bexley.sch.uk)

01322 524162

[admin@st-josephs.bexley.sch.uk](mailto:admin@st-josephs.bexley.sch.uk)