



St Helen's Catholic Junior School Academy
Sawyers Hall Lane, Brentwood, Essex CM15 9BY
Tel: 01277 213 962

Office Administrator

Contract type - Part-time Monday-Friday 08:30-12:30 term time only

Salary range: Scale 3, Point 6-7 (actual £12,077 – £12,264)

Required for 15 June 2026

The Governing Body is looking to appoint an Office Administrator to join our enthusiastic and hardworking team. The school has an excellent record of providing opportunities for all employees for career development.

The successful candidate will:

- Be well organised, self-motivated and calm in a crisis
- Have excellent interpersonal skills
- Be able to show initiative and manage priorities
- Have worked in a busy office previously
- Have good literacy and numeracy skills

We can offer:

- Supportive staff and parents
- Well-behaved children
- Training and support from our experienced team
- Exciting days where you never know quite what to expect!

Visits to the school will be welcome, please contact the school office to arrange a visit.

St Helen's Catholic Junior School Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. These posts will be subject to enhanced DBS, medical check and satisfactory references.

Please contact Mr L Daley, Headteacher at the school office, for an application pack and further details.

Closing date: 2 June 2026

Interview date: 5 June 2026