



St. Joseph's Catholic Primary School
George Row
London
SE16 4UP
T: 020 7237 4267

Administrative Assistant

St. Joseph's School is looking for an efficient and personable School Administration Assistant to assist the School Business Manager with the administrative and clerical functions of the school.

St Joseph's Primary School is proud to be part of the St Oscar Romero Catholic Academy Trust (www.oscarromero.co.uk) which has a clear vision with Christ at the centre of all our work, leading to the development of a family of schools that work equitably, collaboratively and in communion to serve the children, families and staff in our care. Our schools are remarkable places of learning and love.

The successful candidate will have:

- A commitment to Safeguarding and the wellbeing of our pupils
- Knowledge of a similar environment
- Excellent communication skills
- Excellent customer services skills
- A commitment to high standards
- A friendly and a caring approach to both adults and children
- A commitment to working as a team
- The ability to assist with day to day administration skills
- The ability to work to deadlines and to work both within a team and unsupervised
- Confident with IT systems and social media

Salary is Hay Grade 4, Spine Point 4 (£29,703.00 FTE).
This is a term time only plus inset days and 5 additional days.
7.45am to 4.15pm with an hour lunch.
Actual pro rata salary: £26,611.23

As an employer we are committed to safeguarding and promoting the welfare of children. All successful applications will be subject to a DBS check and satisfactory references.

For details please email the school for an application pack at:

headteacher@stjosephs-georgerow.southwark.sch.uk

Closing date: Friday 30th January 2026 12pm

Shortlisting: Monday 2nd February 2026

Interviews: w/c Monday 2nd February 2026