Part-Time Administration Assistant

We are looking to appoint a member of staff to join our school office team on a temporary basis to cover a period of maternity leave.

We are very proud of our children who enjoy coming to school and who are keen to learn. The successful candidate will be joining a happy school with staff who want the best outcome for every child.

Please note that you do not need to be a Catholic to work at Good Shepherd. We welcome all members of staff, regardless of their faith on the understanding that they support our Christian ethos.

Good Shepherd can offer you:
- A calm and supportive working environment in line with Christian values
- Positive and happy children who enjoy learning
- Welcoming, friendly and supportive colleagues

This is a temporary position (initially 9 months)
22.5 hours per week
Monday to Thursday 8.30am – 12.30pm
Friday 8am – 3.30pm - during term time only
Starting salary Grade2 SCP3 £28,617.00 full time equivalent
(Pro rata salary £15,916.63 p.a.)

Applicants must have good Maths and English abilities. In addition, applicants will need computer literacy skills including all aspects of Office 365. A friendly disposition plus efficiency and excellent organisational skills are also essential to this role. School based experience would be an advantage.

Good Shepherd Catholic Primary and Nursery School is committed to safeguarding children and the successful candidate will be required to complete an enhanced DBS check.

Visits to the school ahead of submitting an application form are encouraged.
Please email the School Business Manager – Ms Elaine West – to arrange a suitable date/time to visit sbm@goodshepherd.croydon.sch.uk.
An application pack can also be requested from the same email address or can be downloaded from the website www.goodshepherdprimaryschool.co.uk

Closing date for application: Friday 20th March 2026
Interviews: week commencing Monday 23rd March 2026
Start Date: May/June 2026 (tbc)

No Agencies please

Learning together as part of God's family