

St. Richard's Catholic Primary School

Required for September 2026

Office Administrator

Salary Scale: KSC



Our school are seeking to appoint a dynamic Office Administrator to join our school that is described as a 'kind, respectful, exciting, fun and beautiful place to be, where we are loved.'

We are looking for someone who is friendly and welcoming to be our 'first face of our school' to our children, parents and visitors. As the first port of call to everyone coming into the school, you will have a calm, positive and welcoming attitude, understanding confidentiality whilst providing a listening ear.

In school, no two days are ever the same and being able to adapt is essential whilst working as part of a small office team.

The role can be very busy and therefore we are looking for someone who:

- Works with energy, passion and enthusiasm.
- Has excellent communication skills and high expectations,
- Has a belief and determination that they can maintain a safe and nurturing environment.
- Is flexible and adaptable whilst being a team player.

In return, we can offer:

- An exciting, well-organised, vibrant environment in which to work.
- A committed and experienced team who will support.
- Inquisitive children that love to know what you are doing.

St. Richard's is a caring school where we work together, creatively to achieve the best outcomes for all our children, who are at the heart of everything that we do. Our school is embedded in a supportive Catholic community enhanced by being part of Kent Catholic Schools Partnership.

The role is a permanent position of 37.00 hours per week, term time plus 5 staff development days, plus 5 days in the school holidays, totalling 40 weeks per year. The hours are Monday – Thursday 8.15am – 4.15pm and Friday 8.15am – 3.45pm with a 30-minute unpaid lunch break.

Informal visits are encouraged for you to meet our children and staff and see all our school has to offer. Visits can be organised via our Area Business Manager, Andrew Gretton. To make an appointment or to ask any questions you may have please email agretton@kcsp.org.uk

Closing date for applications: Monday 6th July 2026 at 9.00am

Interviews will take place: W/C 13th July 2026

Any offer of employment is subject to our Safeguarding checks, including satisfactory return of an Enhanced Disclosure from the Disclosure and Barring Service, references, social media checks and a pre-employment health history questionnaire.