



St Joseph's Catholic Primary School
Regents Gate
Long Causeway
Exmouth
Devon
EX8 1TA

Headteacher: Mr J Willcox

Tel: 01395 264875

Senior Administrator Vacancy

(Permanent, Part Time – 23.5 Hours)

The Head Teacher of St Joseph's Catholic Primary School, Exmouth is seeking to appoint a positive and inspiring Senior Administrator. We are keen to accommodate the best candidates who will make a positive impact on our school and standards. Applicants with experience are encouraged to apply.

We offer:

- A welcoming school with a strong Catholic ethos
- Children who are polite, happy and motivated to learn
- A supportive staff team who genuinely want the best for our pupils
- A commitment to your own professional development

The successful candidate will:

- Be happy to support the Catholic ethos of our school
- Have excellent organisational and communication skills
- Be dynamic, resilient and hard working with a positive nature
- Be able to time manage themselves effectively
- To work as part of a team alongside the Schools Hub Business Manager and the Leadership Team, whilst establishing positive relationships with pupils, parents, governors and staff
- Have a reflective and evaluative approach to their practice
- Be able to demonstrate the characteristics described on the attached Job Description

Salary: Grade E (£28,142 - £29,064) pro rata

Hours: 23.50 hours per week

Contract: Permanent, term time + 2 weeks. Starting from Monday 3rd November 25.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Disclosure is required for this post.

Closing Date: Midday on Thursday 16th October 2025

Interviews: Thursday 23rd October

Shortlisted candidates will be notified by email