



Archdiocese of Birmingham  
**St. Gerard's Catholic Primary School and Nursery**

Yatesbury Avenue, Castle Vale, Birmingham, B35 6LB  
Headteacher: Mrs K Bannister



## Office Assistant

**Contract:** Part-Time. Term Time only (+5 days holiday)

**Salary:** Grade A £24,796 to £28,142 pro rata

**Start Date:** September 2026

*The Governors are seeking to appoint a highly motivated and experienced office assistant to start September 2026. St. Gerard's Catholic Primary School is a successful, friendly school with a dedicated and committed staff team. We are a one-form entry school and currently have 236 pupils on roll.*

As Office Assistant you will be the welcoming face and organisational hub of our school. You will:

- Greet families, visitors and pupils with warmth and professionalism.
- Manage day-to-day office tasks including phone calls, emails, reception duties and basic record-keeping.
- Provide administrative support to staff and leadership to keep routines running smoothly.
- Help maintain pupil records and support safeguarding processes by ensuring information is recorded accurately and promptly.
- Assist with managing absences (staff and children), managing paperwork, and supporting school events and communications.

*This role is essential to the smooth running of school life and offers the chance to have a direct, positive impact on children, families and staff.*

We are seeking someone who:

- Has a high standard of spoken English.
- Is a practising Catholic or will fully support the ethos and practices of our Catholic school.
- Is friendly, approachable and patient – able to build trust with pupils, families and staff.
- Can manage multiple tasks calmly, prioritise effectively and respond flexibly to the changing needs of a busy school day.
- Has excellent interpersonal and organisational skills to enable them to work well as a member of a hard-working family.

In return we are offering:

- A school that puts a culture of safeguarding our children at its core.
- A distinct Catholic ethos that underpins all that we do as a school.
- 'St. Gerard's is a happy and harmonious community. Pupils get along together; they are thoughtful, polite and considerate. Pupils' behaviour is exemplary in lessons and around school.' (Ofsted, March 2023).
- A strong, enthusiastic and committed staff team.
- An opportunity to use your skills and develop professionally in a supportive environment.
- A welcoming and active Governing Body.

Further information about our wonderful school is available on our website – [www.stgerard.bham.sch.uk](http://www.stgerard.bham.sch.uk)

*Visits to the school are highly recommended and warmly welcomed, please arrange by contacting the school office on 0121 464 2613.*

Application Packs are available from the school office or our website.

Closing Date: Midday on Friday 8<sup>th</sup> May 2026

Interview Date: Week Beginning 18<sup>th</sup> May 2026.

Saint Gerard's Catholic Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) Check and Disqualification by Association statement will be required for the successful candidate and an online check will be undertaken.

The successful candidate will be expected to sign the CES Contract.