



CARDINAL NEWMAN CATHOLIC SCHOOL

Brighton & Hove, East Sussex

11 – 18 Voluntary aided, Catholic Comprehensive School

The Governors wish to appoint a motivated, enthusiastic and committed Administrative Assistant to join our team. This is an exciting opportunity to join a busy admin department in our large school.

The ideal candidates will:

Have demonstrable experience of working in an office-based role | Possess excellent organisational, communication and numerical skills and the ability to display sensitivity when handling difficult situations | Have a high level of computer literacy and a good working knowledge of Microsoft Office and Google applications. Demonstrate flexibility and the ability to multi-task and work under pressure in our very busy, supportive school.

**Closing date for applications: Monday 19 January 2026 at 10am
Interviews due to take place: TBC**

Application forms are available on the school website www.cncs.co.uk or from the HR Department: hroffice@cncs.co.uk Tel: 01273 558551

Cardinal Newman Catholic School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check will be required

Applications are encouraged from black and ethnic minority candidates, as these groups are under-represented on the school's staff. (Race Relations Act sections 35-38 apply)

