



Brighton & Hove, East Sussex

11 – 18 Voluntary aided, Catholic Comprehensive School

The Governors wish to appoint motivated, enthusiastic and committed Administrative Assistants to join our friendly and supportive team. This is an exciting opportunity to become part of a busy administration function within our large and successful school.

We have a range of permanent and fixed-term opportunities available across several areas of the school, including Reception, Student Administration, Visits Administration and SEN Administration. Both full-time and part-time positions are available. When applying, please specify your preferred working pattern (full-time or part-time), whether you are interested in permanent or fixed-term opportunities, and the area(s) you are interested in, together with any relevant experience..

The successful candidates will:

Have demonstrable experience of working in an office-based administrative role.

Possess excellent organisational, communication and numeracy skills, with the ability to deal with sensitive and confidential matters professionally.

Have a high level of computer literacy, with a good working knowledge of Microsoft Office and Google applications.

Demonstrate flexibility, initiative and the ability to prioritise a varied workload while working effectively under pressure in a busy school environment.

Be able to work collaboratively as part of a supportive team whilst also using their own initiative.

This is an excellent opportunity for individuals who are organised, approachable and committed to providing a high standard of administrative support in a fast-paced educational setting.

Closing date for applications: Tuesday 1 September 2026 at 10am

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)

