



St. Ambrose Barlow Catholic Primary School, 841 Shirley Road, Hall Green, Birmingham, B28 9JJ

### Receptionist / administrative assistant

**Part-time position (20 hours per week – term time only)**

**Pay Range is Grade 2: Point 3 - 8**

**£13.03 to £14.09 per hour**

**£24,796 – £26,824 (pro rata)**

**Post to commence: Monday 30<sup>th</sup> March 2026**

The Governors are looking for an enthusiastic, reliable and friendly person with great communication skills to be 'front of house' for our school, working in a team in school office.

St Ambrose Barlow Catholic Primary School is a successful, friendly school with a dedicated and enthusiastic staff. We are a one-form entry school for pupils aged 4-11 years and currently has capacity for 210 pupils on roll.

The successful candidate will undertake a variety of tasks including cover for Reception, offering a 'front line' service to pupils and parents. Other duties will include operating the switchboard; dealing with a range of enquiries from staff and other visitors; word processing and data entry.

You will need:

- excellent interpersonal skills and be able to communicate effectively with pupils, parents, staff and visitors.
- a 'can do' attitude and able to multi task
- an ability to keep calm and work well under pressure
- to remain professional at all times
- to understand the need for complete confidentiality
- to support the Catholic ethos of the school
- to be prepared to undertake any necessary training

We can offer:

- 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
- happy, motivated and well-behaved children who enjoy coming to school and who work hard.
- pupils who say that they can grow up to be anything they want to be. Their resilience, ambition and high expectations shine through
- a strong, enthusiastic and committed staff
- a friendly, caring and supportive environment committed to providing the best possible experience for our children
- a supportive governing body, PTA, parent body, and vibrant parish community

**Informal visits to the school are strongly encouraged and can be arranged by contacting the Headteacher via the school office.**

**Closing date:** Monday 9<sup>th</sup> February 2026. Shortlisting will commence the same day.

**Interviews:** Tuesday 24<sup>th</sup> February 2026

Further details and application forms are available from the school office at St Ambrose Barlow Catholic Primary School or can be found on the website. Application forms should be returned to the school for the attention of the headteacher via [recruitment@sab.bham.sch.uk](mailto:recruitment@sab.bham.sch.uk)

An online search will also be carried out as part of due diligence on all short-listed candidates.

**St Ambrose Barlow Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applications.**