



St. Walburga's Catholic Primary School

MALVERN ROAD, MOORDOWN, BOURNEMOUTH, BH9 3BY

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email: office@stwalburgasprimary.co.uk

website: www.stwalburgas.bournemouth.sch.uk

Headteacher: Veronica Woodward



SECRETARIAL ASSISTANT

required as soon as possible for a fixed term contract until 31.8.27

Part time up to 34 hours per week, Monday to Friday, term time only

Start time from 8.00am until 4.30pm approximately

Slight variations may be considered

Salary Grade 3, points 4 - 6

Salary Range FTE £26,017- £26,847 (Pro rata) subject to experience

Part time actual starting salary £19,950

We are looking for a highly motivated team member with the skills and experience required to join the office in this highly successful school.

You must be reliable, have very good organisational skills, be confident in dealing with people and able to operate using your own initiative. Experience working in a busy office environment and good IT skills are essential.

Applicants must be willing to support the school's Christian ethos.

Further information and an application form are available on our school website

<https://www.stwalburgas.bournemouth.sch.uk/staff-vacancies/>

Closing Date: 12 noon, Thursday 15th October 2026

Our school is committed to safeguarding and promoting the welfare of children. Full DBS and reference checks will be made of the successful applicant.