



St. Walburga's Catholic Primary School

MALVERN ROAD, MOORDOWN, BOURNEMOUTH, BH9 3BY

Telephone: 01202 528811 Fax: 01202 532875

email: office@stwalburgasprimary.co.uk

website: www.stwalburgas.bournemouth.sch.uk

Headteacher: Veronica Woodward



24th September 2026

Dear Applicant

Secretarial Assistant – Fixed Term, Up to 34 hours per week, Term Time only

Thank you for your interest in our Secretarial Assistant post.

The documents listed below, which you will require to apply for the post, can be located on our school website.

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

Advert

Letter to Applicants

Job Description

Person Specification

Application Form – Notes to applicants

Application Form

Consent to Obtain References Form

CES Recruitment Monitoring Form

Should you wish to apply for the post, please complete and return the **Application Form, Consent to Obtain References Form and the Recruitment Monitoring Form by the closing date of noon Thursday 15th October 2026**, marking them for the attention of Collette Duffy or email to collette.duffy@stwalburgasprimary.co.uk

Please note we are unable to accept CVs as a form of application.

If you do not receive communication from us inviting you for an interview by 16th October 2026, please assume that your application was unsuccessful on this occasion.

I wish you every success in your application and I look forward to hearing from you. Should you require any further information, please do not hesitate to contact the office 01202 528811.

Yours sincerely

Collette Duffy
Personnel & Secretarial Officer