



St John Fisher
Catholic High School

Administration Assistant

Scale C (£24,796 - £25,185 FTE)

37 Hours per week

Term Time plus 5 Training Days (39 working weeks)

Are you an organised, professional and approachable individual with excellent administrative skills?

St John Fisher Catholic High School is seeking to appoint a highly motivated Administration Assistant to join our busy and supportive administration team.

This varied role combines responsibility for Student Services, reprographics, reception cover, first aid and SEND administration, helping to ensure the efficient day-to-day operation of the school.

Working closely with the Administration Team and SENCO, you will provide a welcoming and effective service to students, staff, parents and external agencies.

Key Responsibilities

- Provide front-line support through the Student Services Office and Reception.
- Deliver an efficient reprographics service and manage printing resources.
- Assist students, staff, parents and visitors with enquiries.
- Operate the school switchboard and manage incoming emails and correspondence.
- Undertake a range of administrative duties including data entry, record keeping, filing, mail distribution and meeting administration.
- Process payments and maintain accurate financial records.
- Coordinate SEN annual reviews and meetings, prepare documentation and maintain confidential SEND records.
- Support the SENCO with EHCP administration and statutory processes.
- Provide first aid support and assist with student welfare.
- Maintain accurate school records and management information systems.
- Provide cover for other members of the administration team as required.

We Offer

- A welcoming and supportive school community.
- Opportunities for training and professional development.
- A varied and rewarding role supporting both administration and student outcomes.
- The opportunity to contribute to the Catholic ethos and values of the school.

St John Fisher Catholic High School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an Enhanced DBS check and satisfactory pre-employment checks in accordance with Keeping Children Safe in Education. Shortlisted candidates should be aware that online checks may be carried out as part of our due diligence.

Closing Date: 12 noon, Thursday 13th August 2026

Interview Date: Thursday 20th August 2026

Headteacher: Natasha Wilmore. BA Hons, N.P.Q.H.
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